



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1510.73B
C 461
31 OCT 97

MARINE CORPS ORDER 1510.73B

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR SUPPLY ADMINISTRATION
AND OPERATIONS, OCCUPATIONAL FIELD (OCCFLD) 30

Ref: (a) MCO 1553.1B
(b) MCO 1553.2
(c) MCO 1553.3

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (6) for OccFld 30.

2. Cancellation. MCO 1510.73A

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders and school directors build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards. Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. Extensive changes have been made to this order and it should be reviewed in its entirety. A number of tasks cite generic supply terminology in the Administrative Instructions to reflect the operating system changes from SASSY to the Asset Tracking for Logistics Supply System.

5. Information. ITSs are used by unit commanders and school directors to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders

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can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit level schools, or incorporation in their training plans. School directors will derive Terminal Learning objectives (ELO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported by formal schools on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the formal school.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure that all schools use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS/OccFld advocates.

(4) Ensure the Combat Development Process identifies the impact on training, by MOS and ITS, of all new equipment.

(5) Ensure coordination with the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM) to integrate the acquisition of new equipment into formal school training per the published ITSs.

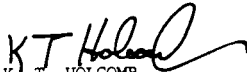
b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C461) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


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By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents the specific task, the duty area under which that task is included, and the MOS (or billet) with which it is associated. Each part is separated by periods. An example of an ITS Designator is 0311.02.08.

a. The first four positions ("0311" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7_ (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned consecutive ascending Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, 110211 represents the second duty area under MOS 0311.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned consecutive ascending Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "08" represents the eighth task within the second duty area under MOS 0311.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. References. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an Initial Training Setting

ENCLOSURE (1)

that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training to the ITS.

d. Current MCI(s) Optional. This section includes a list of any currently available MCI publication designed to provide training related to this task.

ENCLOSURE (1)

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in formal schools and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. Formal school directors are responsible for reviewing all ITSs marked for initial training at the formal school. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with SAT, a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through MOJT, as appropriate.

d. A Marine should continue to receive instruction on ITSs that support his unit's METL. Individual training cannot cease upon graduation from a formal school because formal schools cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the formal schools, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and school directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by formal schools are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a School's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

ENCLOSURE (2)

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.
2. Format. The columns are as follows:
- a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.
 - b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.
 - c. TITLE. ITS Task Title.
 - d. FS. Formal School. A mark appears in this column when the Formal School is designated as the initial training setting. An "S" indicates the task is taught to "standard" at the formal school. A "P" indicates that the formal school provides only "preliminary" instruction and it is up to the unit to provide follow-on MOJT instruction to teach the task to standard.
 - e. MOJT. Managed On-The-Job Training. An "S" appears in this column when MOJT is designated as the initial training setting. Instruction is always to "standard."
 - f. MCI. Current MCI Publication(s). An "X" in this column indicates that at least one MCI publication addresses this task. Consult enclosure (6) for details.
 - g. SUS. Sustainment Training Period. An entry in this column represents the number of months within which the unit is expected to train or retrain this task to standard provided the task supports the unit's METL.
 - h. REQ BY. Required By. An entry in this column depicts the lowest rank required to demonstrate proficiency in this task.
 - i. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ BY	PAGE
MOS 3002, GROUND SUPPLY OFFICER								
DUTY AREA 01 - REQUIREMENTS DETERMINATION								
1)	3002.01.01	MONITOR PUBLICATION LISTING FOR THE UNIT SUPPLY SECTION	P			12	2ndLt	6-A-1
2)	3002.01.02	SUPERVISE REQUISITIONS OF REQUIRED PUBLICATIONS	P			36	2ndLt	6-A-1
3)	3002.01.03	DIRECT PROCESSING OF ADDITIONAL DEMANDS	S			24	2ndLt	6-A-2
4)	3002.01.04	COMPLY WITH UNIFORM MATERIAL MOVEMENT ISSUE AND PRIORITY SYSTEM	S			36	2ndLt	6-A-2

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
5)	3002.01.05	SUPERVISE MAINTENANCE OF REQUISITION RECORDS/FILES	S			24	2ndLt		6-A-3
6)	3002.01.06	SUPERVISE THE UPDATE OF THE DAILY PROCESS REPORT WITH SUPPORTING DOCUMENTATION	S			24	2ndLt		6-A-4
7)	3002.01.07	RESOLVE DAILY MAINTENANCE TRANSACTIONS LIST	S			12	2ndLt		6-A-4
8)	3002.01.08	SUPERVISE THE RECONCILIATION OF THE MATERIAL OBLIGATION VALIDATION (MOV) WITH THE INTERMEDIATE SUPPLY LEVEL	S			24	2ndLt		6-A-5
9)	3002.01.09	MANAGE UNIT ALLOWANCES	S			24	2ndLt		6-A-6
10)	3002.01.10	SUBMIT REQUESTS FOR MODIFICATIONS OF ALLOWANCES (MOA'S)	S			24	2ndLt		6-A-6
11)	3002.01.11	REVIEW DOCUMENT CONTROL FILE EXTRACTS	S			24	2ndLt		6-A-7
12)	3002.01.12	AUDIT THE REPORT OF DISCREPANCY	S			12	2ndLt		6-A-7
<u>DUTY AREA 02 - PROCUREMENT</u>									
1)	3002.02.01	SUPERVISE THE PROCESSING OF OPEN PURCHASE REQUESTS	S			12	2ndLt		6-A-9
2)	3002.02.02	MANAGE PROCUREMENT OF SUPPLIES FROM THE DIRECT STOCK CONTROL (DSSC) SECTION	S			24	2ndLt		6-A-9
<u>DUTY AREA 03 - STORAGE</u>									
1)	3002.03.01	SUPERVISE CONTROL OF INDIVIDUAL EQUIPMENT	S			24	2ndLt		6-A-11
2)	3002.03.02	ESTABLISH PERSONAL EFFECTS CONTROLS	S			24	2ndLt		6-A-11
3)	3002.03.03	MONITOR MAINTENANCE OF STORED ASSETS	P			24	2ndLt		6-A-12
4)	3002.03.04	MONITOR WAREHOUSE SAFETY PROCEDURES	P			12	2ndLt		6-A-12
5)	3002.03.05	MAINTAIN SUBSIDIARY RECORDS FOR NONISSUED SERIALIZED ITEMS	P			24	2ndLt		6-A-13
6)	3002.03.06	DIRECT DISPOSAL OF DAMAGED OR DETERIORATED SUPPLIES AND EQUIPMENT	S			24	2ndLt		6-A-14
7)	3002.03.07	SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE	P			24	2ndLt		6-A-14
<u>DUTY AREA 04 - FINANCIAL MANAGEMENT</u>									
1)	3002.04.01	PREPARE ANNUAL BUDGET	S			12	2ndLt		6-A-16
2)	3002.04.02	EXECUTE BUDGET/SPENDING PLAN	S			24	2ndLt		6-A-16
3)	3002.04.03	PREPARE MIDYEAR REVIEW	S			12	2ndLt		6-A-17
4)	3002.04.04	MAINTAIN FISCAL ACCOUNTABILITY	S			24	2ndLt		6-A-17
5)	3002.04.05	CONDUCT ANNUAL CLOSEOUT	S			12	2ndLt		6-A-18
<u>DUTY AREA 05 - PROPERTY ACCOUNTABILITY</u>									
1)	3002.05.01	DIRECT PACKAGED OPERATIONAL RATIONS (PORS) ACCOUNTABILITY PROCEDURES	S			12	2ndLt		6-A-20
2)	3002.05.02	RESOLVE SUPPLY RELATED MARINE CORPS AUTOMATED READINESS EVALUATION SYSTEM (MARES) REPORTING PROBLEMS	S			12	2ndLt		6-A-20
3)	3002.05.03	MANAGE THE REPORTING OF CONTROLLED ITEMS	S			24	2ndLt		6-A-21
4)	3002.05.04	INSTITUTE INVENTORY CONTROLS	S			24	2ndLt		6-A-21
ENCLOSURE (3)									

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	RED	BY	PAGE
5)	3002.05.05	DIRECT PREPARATION OF MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORT	S			12	2ndLt		6-A-22
6)	3002.05.06	MONITOR THE ROLLBACK OF EXCESS MATERIAL	S			24	2ndLt		6-A-23
7)	3002.05.07	SUPERVISE ACCOUNTING CONTROLS FOR BULK PETROLEUM	P			12	2ndLt		6-A-23
8)	3002.05.08	VALIDATE THE ORGANIC PROPERTY LISTING	S			12	2ndLt		6-A-24
9)	3002.05.09	SUPERVISE THE MAINTENANCE OF RESPONSIBLE OFFICER (RO) ACCOUNTS	S			24	2ndLt		6-A-25
10)	3002.05.10	MAINTAIN SMALL ARMS REPORT	S			24	2ndLt		6-A-26
11)	3002.05.11	COMPLY WITH INVESTIGATION PROCEDURES	S			24	2ndLt		6-A-26
12)	3002.05.12	MAINTAIN TEMPORARY LOAN FILES	S			24	2ndLt		6-A-27
13)	3002.05.13	DIRECT AMMUNITION CONTROL PROCEDURES	P			18	2ndLt		6-A-28
14)	3002.05.14	MANAGE LOCAL ALLOWANCE ITEMS	S			36	2ndLt		6-A-28
15)	3002.05.15	SUPERVISE REDISTRIBUTION OF EQUIPMENT	S			12	2ndLt		6-A-29
16)	3002.05.16	MANAGE HAZARDOUS MATERIAL	P			6	2ndLt		6-A-30
17)	3002,05.17	MONITOR ELECTROSTATIC DISCHARGE (ESD) SENSITIVE DEVICES DURING HANDLING, STORAGE, AND TRANSPORTATION	P			12	2ndLt		6-A-30
18)	3002.05.18	MAINTAIN CONTROL OF MISCELLANEOUS SUPPLIES	P			12	2ndLt		6-A-31
19)	3002.05.19	MANAGE THE RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (RASP)	S			24	Capt		6-A-32
<u>DUTY AREA 06 - DEPLOYED OPERATIONS</u>									
1)	3002.06.01	UTILIZE COMBAT SERVICE SUPPORT CONCEPTS IN PLANNING	S			24	2ndLt		6-A-33
2)	3002.06.02	UTILIZE MARITIME PREPOSITIONING FORCE (MPF) OPERATION CONCEPTS IN PLANNING	P			12	2ndLt		6-A-33
3)	3002.06.03	CONDUCT SUPPLY SUPPORT OPERATIONS FOR A CSSE	S			24	2ndLt		6-A-34
4)	3002.06.04	DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATION	P			12	Maj		6-A-35
5)	3002.06.05	PLAN COMBAT SUPPLY SUPPORT OPERATIONS	P			12	Capt		6-A-35
6)	3002.06.06	MONITOR PREPARATION OF SUPPLIES FOR EMBARK	P			24	2ndLt		6-A-36
7)	3002.06.07	PLAN COMBAT SERVICE SUPPORT OPERATIONS IN A JOINT/COMBINED ENVIRONMENT	P			12	Capt		6-A-36
8)	3002.06.08	SUPERVISE OPERATION OF MARINE AIR GROUND TASK FORCE (MAGTF) II, LOGISTICAL AUTOMATED INFORMATION SYSTEMS (LOGAIS) COMBAT SERVICE SUPPORT FUNCTIONS	P			12	Capt		6-A-37
9)	3002.06.09	MANAGE MAGTF WAR RESERVE MATERIALS	P			12	Maj		6-A-38
10)	3002.06.10	SUPERVISE INSTALLATION OF PERSONAL COMPUTER EQUIPMENT LOADED WITH ASSET TRACKING LOGISTICS AND SUPPLY SYSTEM (ATLASS) SOFTWARE	P			12	2ndLt		6-A-38
11)	3002.06.11	MANAGE MARINE CORPS WAR RESERVE SYSTEMS	P			24	Maj		6-A-39
12)	3002.06.12	PLAN MARITIME PREPOSITIONING FORCE (MPF) OPERATIONS	S			12	2ndLt		6-A-40
<u>DUTY AREA 07 - TRAINING</u>									
1)	3002.07.01	SUPERVISE TRAINING OF SUPPLY PERSONNEL	P			12	2ndLt		6-A-41

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 08 - ADMINISTRATIVE OPERATIONS</u>									
1)	3002.08.01	MAINTAIN COMMANDING OFFICER CERTIFICATE OF RELIEF	S			36	2ndLt		6-A-42
2)	3002.08.02	WRITE SUPPLY OFFICER'S LETTER OF CERTIFICATE OF RELIEF	S			36	2ndLt		6-A-42
3)	3002.08.03	MAINTAIN LETTERS OF APPOINTMENT AND REVOCATION	S			24	2ndLt		6-A-43
4)	3002.08.04	MAINTAIN RESULTS OF AUDITS AND VERIFICATION	S			24	2ndLt		6-A-43
5)	3002.08.05	WRITE ENDORSEMENT ON SUPPLY OFFICER'S LETTER OF CERTIFICATION AS APPROPRIATE	S			36	2ndLt		6-A-44
6)	3002.09.06	ANALYZE BALANCE ANALYSIS REPORT	S			24	2ndLt		6-A-45
7)	3002.08.07	INFORM COMMANDING OFFICER OF STATUS OF SUPPLY OPERATION	P			12	2ndLt		6-A-45
8)	3002.08.08	PREPARE UNIT FOR SUPPLY OPERATIONAL ANALYSES/ INSPECTION	P			24	2ndLt		6-A-46
9)	3002.08.09	MANAGE PERMANENT EQUIPMENT ISSUE	P			12	2ndLt		6-A-47
10)	3002.08.10	MAINTAIN AUTOMATED SUPPLY SYSTEM/MAINFRAME FILES	S			24	2ndLt		6-A-47
11)	3002.08.11	MANAGE INDIVIDUAL CLOTHING RECORDS	P			24	2ndLt		6-A-48
12)	3002.08.12	VALIDATE COLLECTION AND TURN-IN OF GOVERNMENT FUNDS	S			12	2ndLt		6-A-49
13)	3002.08.13	ANALYZE THE UNIT PERFORMANCE REPORT (UPR)	S			24	2ndLt		6-A-49
<u>DUTY AREA 09 - INTERMEDIATE SUPPLY SUPPORT OPERATIONS</u>									
1)	3002.09.01	DIRECT INTERMEDIATE STORAGE OPERATIONS	P			24	Capt		6-A-51
2)	3002.09.02	DIRECT INTERMEDIATE STOCK CONTROL OPERATIONS	S			36	Capt		6-A-51
3)	3002.09.03	EXECUTE THE BUY REVIEW	P			36	Capt		6-A-52
4)	3002.09.04	ESTABLISH STOCK OBJECTIVES	S			24	Capt		6-A-53
5)	3002.09.05	SUPERVISE COMMERCIAL ITEM PROCUREMENT	P			24	Capt		6-A-53
6)	3002.09.06	DIRECT IDENTIFICATION OF DISPOSAL OF UNSERVICEABLE ASSETS	S			24	2ndLt		6-A-53
7)	3002.09.07	MANAGE SECONDARY DEPOT LEVEL REPARABLES	S			12	2ndLt		6-A-54
8)	3002.09.08	MANAGE INITIAL ISSUE PROVISIONING (IIP) PROGRAM	P			24	2ndLt		6-A-55
9)	3002.09.09	DIRECT THE MATERIAL OBLIGATION VALIDATION (MOV)	P			6	2ndLt		6-A-56
10)	3002.09.10	SUPERVISE THE DEPLOYMENT SUPPORT UNIT	P			24	Capt		6-A-56
11)	3002.09.11	DIRECT AUTOMATED INFORMATION SYSTEM DATA PROCESSING	P			24	Maj		6-A-57
12)	3002.09.12	WRITE CLASS II PROGRAMS	P			6	2ndLt		6-A-57
13)	3002.09.13	SUPERVISE EMERGENCY SUPPLY OPERATIONS	P			12	Maj		6-A-58
14)	3002.09.14	MONITOR REDISTRIBUTION OF REPARABLE ISSUE POINT ASSETS	S			12	2ndLt		6-A-59
15)	3002.09.15	PROVIDE WHOLESALE SUPPLY SUPPORT FOR DOD AGENCIES	P			36	Maj		6-A-59
16)	3002.09.16	SUPERVISE MAINTENANCE OF THE REPARABLE ISSUE POINT ASSETS AND RECORDS	S			12	2ndLt		6-A-60
17)	3002.09.17	MONITOR RECONCILIATION OF STORES ACCOUNTING RECORDS	S			12	2ndLt		6-A-61
18)	3002.09.18	MAINTAIN UNIT MONEY VALUE GAIN/LOSS REPORT	S			12	2ndLt		6-A-62

ENCLOSURE (3)

SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>MOS 3010, GROUND SUPPLY OPERATIONS OFFICER</u>								
<u>DUTY AREA 01 - MISCELLANEOUS</u>								
1) 3010.01.01	MONITOR ESSENTIAL PUBLICATIONS	P		12	WO		6-B-1	
2) 3001.01.02	SUPERVISE TRAINING OF SUPPLY PERSONNEL	P		12	WO		6-B-1	
3) 3010.01.03	PREPARE MIDYEAR REVIEW	S		24	WO		6-B-2	
4) 3010.01.04	MAINTAIN FISCAL ACCOUNT-ABILITY	S		24	WO		6-B-2	
5) 3010.01.05	CONDUCT ANNUAL CLOSEOUT	S		12	WO		6-B-3	
6) 3010.01.06	UTILIZE COMBAT SERVICE SUPPORT (CSS) CONCEPTS IN PLANNING	S		36	WO		6-B-4	
7) 3010.01.07	UTILIZE MARITIME PREPOSITIONING FORCE (MPF) OPERATIONS CONCEPTS IN PLANNING	P		12	WO		6-B-4	
8) 3010.01.08	CONDUCT SUPPLY SUPPORT OPERATIONS FOR A COMBAT SERVICE SUPPORT ELEMENT	S		36	WO		6-B-5	
9) 3010.01.09	EXECUTE AUTOMATED INFORMATION FUNCTIONS	P		12	WO		6-B-5	
10) 3010.01.10	COORDINATE PHYSICAL INVENTORY PROCEDURES	S		12	WO		6-B-6	
<u>DUTY AREA 02 - REQUIREMENTS DETERMINATION</u>								
1) 3010.02.01	SUPERVISE THE PROCESSING OF OPEN PURCHASE REQUESTS	S		12	WO		6-B-8	
2) 3010.02.02	DIRECT PROCESSING OF ADDITIONAL DEMANDS	S		24	WO		6-B-8	
3) 3010.02.03	COMPLY WITH UNIFORM MATERIAL MOVEMENT ISSUE AND PRIORITY SYSTEM (UMMIPS)	S		36	WO		6-B-9	
4) 3010.02.04	SUPERVISE MAINTENANCE OF REQUISITION RECORDS/FILES	S		24	WO		6-8-9	
5) 3010.02.05	SUPERVISE THE UPDATE OF THE DAILY MAINTENANCE RECORDS STATUS REPORT WITH SUPPORTING DOCUMENTATION	S		24	WO		6-B-10	
6) 3010.02.06	RESOLVE DAILY MAINTENANCE TRANSACTIONS LIST ERRORS	S		12	WO		6-B-11	
7) 3010.02.07	SUPERVISE RECONCILIATION OF THE MATERIAL OBLIGATION VALIDATION (MOV) WITH THE INTERMEDIATE SUPPLY LEVEL	S		24	WO		6-B-12	
<u>DUTY AREA 03 - STORAGE (CONSUMER LEVEL)</u>								
1) 3010.03.01	SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE	S		24	WO		6-B-13	
2) 3010.03.02	SUPERVISE STORAGE OPERATIONS	S		24	WO		6-B-13	
3) 3010.03.03	SUPERVISE MAINTENANCE OF STORED ASSETS	P		24	WO		6-B-14	
4) 3010.03.04	DIRECT THE DISPOSAL OF DAMAGED OR DETERIORATED SUPPLIES	S		36	WO		6-B-14	
5) 3010.03.05	SUPERVISE PREPARATION OF SUPPLIES FOR EMBARK	P		36	WO		6-B-15	
6) 3010.03.06	MANAGE THE RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (RASP)	P		24	Capt		6-B-15	

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 04 - PROPERTY ACCOUNTABILITY (CONSUMER LEVEL)</u>									
1)	3010.04.01	DIRECT PROPERTY ACCOUNTABILITY PROCEDURES	S			12	WO		6-B-17
2)	3010.04.02	MANAGE THE REPORTING OF CONTROLLED ITEMS	S			24	WO		6-B-17
3)	3010.04.03	INSTITUTE INVENTORY CONTROLS	S			24	WO		6-B-18
4)	3010.04.04	SUPERVISE THE ROLLBACK OF EXCESS MATERIAL	S			24	WO		6-B-19
5)	3010.04.05	SUPERVISE ACCOUNTING CONTROLS FOR BULK PETROLEUM	P			12	WO		6-B-19
<u>DUTY AREA 05 - ADMINISTRATIVE OPERATIONS (CONSUMER LEVEL)</u>									
1)	3010.05.01	COMPLETE AND MAINTAIN SUBSIDIARY RECORDS FOR NONISSUED SERIALIZED ITEMS	S			24	WO		6-B-21
2)	3010.05.02	ANALYZE BALANCE ANALYSIS REPORT (BAR)	S			24	WO		6-B-21
3)	3010.05.03	INFORM COMMANDING OFFICER OF STATUS OF SUPPLY OPERATION	S			12	WO		6-B-22
4)	3010.05.04	PREPARE UNIT FOR SUPPLY OPERATIONAL ANALYSES/INSPECTIONS	P			24	WO		6-B-22
5)	3010.05.05	MAINTAIN AUTOMATED SUPPLY SYSTEM/MAINFRAME FILES	S			36	WO		6-B-23
6)	3010.05.06	MANAGE INDIVIDUAL CLOTHING RECORDS	S			24	WO		6-B-24
<u>DUTY AREA 06 - OPERATIONS PROCEDURES (INTERMEDIATE)</u>									
1)	3010.06.01	SCHEDULE VARIOUS SASSY SUBSYSTEMS AND DAILY INVENTORY SYSTEM UPDATES WITH LOCAL DEFENSE DATABASE MANAGEMENT ACTIVITIES AND THE DEFENSE MEGA CENTER, ST LOUIS	S			12	WO		6-B-25
2)	3010.06.02	SUPERVISE SUPPORTING MAINFRAME FILES MAINTENANCE/UPDATES	P			12	WO		6-B-25
3)	3010.06.03	SUPERVISE DEVELOPMENT OF CLASS III PROGRAMS	S			12	WO		6-B-26
4)	3010.06.04	MONITOR SECURITY OF FUNCTIONAL SECURITY	P			12	WO		6-B-27
5)	3010.06.05	SUPERVISE SASSY SYSTEM EXECUTION	P			12	CWO2		6-B-27
6)	3010.06.06	COORDINATE ATCLASS FUNCTIONS	P			12	WO		6-B-28
<u>DUTY AREA 07 - STOCK CONTROL (INTERMEDIATE)</u>									
1)	3010.07.01	MONITOR GENERAL ACCOUNT BALANCE FILE (GABF)	P			6	WO		6-B-29
2)	3010.07.02	MONITOR REPLENISHMENT STOCK REQUISITIONS VIA DOCUMENT CONTROL FILE	S			12	WO		6-B-29
3)	3010.07.03	SUPERVISE REQUIREMENTS DETERMINATION	S			12	CWO2		6-B-30
4)	3010.07.04	MANAGE MATERIALS RETURN PROGRAM	S			12	CW02		6-B-30
5)	3010.07.05	MANAGE INITIAL ISSUE PROVISIONING (IIP)	S			12	CW02		6-B-31
6)	3010.07.06	MANAGE MARINE CORPS WAR RESERVE MATERIAL	P			12	WO		6-B-31
7)	3010.07.07	MANAGE MEDICAL MATERIAL	P			12	WO		6-B-32
<u>DUTY AREA 08 - STORAGE (INTERMEDIATE)</u>									
1)	3010.08.01	MONITOR INTERMEDIATE STORAGE OPERATIONS QUALITY CONTROL	P			24	WO		6-B-33
2)	3010.08.02	MONITOR INTERMEDIATE STORAGE MATERIAL MANAGEMENT PROGRAMS	P			12	WO		6-B-33

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SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
3) 3010.08.03	MONITOR INTERMEDIATE STORAGE SHIPPING AND RECEIVING	P			12	WO	6-B-34	
4) 3010.08.04	MONITOR INTERMEDIATE STORAGE STOCKAGE DOCUMENT CONTROL	P			24	WO	6-B-35	
5) 3010.08.05	DIRECT INTERMEDIATE STORAGE WAREHOUSE MODERNIZATION	P			24	WO	6-B-36	
6) 3010.08.06	DIRECT INTERMEDIATE STORAGE OPERATIONS	S			24	WO	6-B-37	
7) 3010.08.07	MONITOR INTERMEDIATE STORAGE INVENTORY CONTROL	P			12	WO	6-B-38	
<u>DUTY AREA 09 - REPARABLE ISSUE POINT</u>								
1) 3010.09.01	MAINTAIN THE REPARABLE ISSUE POINT CONSOLIDATED ASSET LISTING	P			6	WO	6-B-39	
2) 3010.09.02	PROCESS CUSTOMER BACKORDERS	P			12	WO	6-B-39	
3) 3010.09.03	RECONCILE CUSTOMER BACKORDERS	P			12	WO	6-B-40	
4) 3010.09.04	RECONCILE MAINTENANCE DEMANDS LIST	P			12	WO	6-B-40	
5) 3010.09.05	MONITOR COMMERCIALY REPAIRED ASSETS	P			12	WO	6-B-40	
6) 3010.09.06	PROCESS UNSERVICEABLE ASSETS	P			6	WO	6-B-41	
7) 3010.09.07	CONDUCT ITEM REVIEW/ STOCKAGE COMPUTATION	P			6	WO	6-B-41	
8) 3010.09.08	SUPERVISE REDISTRIBUTION OF ASSETS FOR GENERAL ACCOUNT (GA)	P			12	WO	6-B-42	
<u>DUTY AREA 10 - PRESERVATION, PACKAGING, AND PACKING</u>								
1) 3010.10.01	MONITOR PRESERVATION, PACKAGING, AND PACKING (PP&P)	P			12	WO	6-B-44	
<u>DUTY AREA 11 - MARINE CORPS PROPERTY</u>								
1) 3010.11.01	MONITOR BASE/STATION PROPERTY CONTROL OPERATIONS IN GENERAL SUPPORT OF A MARINE EXPEDITIONARY FORCE (MEF)	P			6	WO	6-B-45	
MOS 3043, SUPPLY ADMINISTRATION AND OPERATIONS CLERK								
<u>DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS</u>								
1) 3043.01.01	MAINTAIN PROOF OF DELIVERY (POD) FILE (INTERMEDIATE LEVEL)	P			12	Pvt	6-C-1	
2) 3043.01.02	MAINTAIN PROOF OF DELIVERY (POD) FILE (USING UNIT LEVEL)	P			12	Pvt	6-C-1	
3) 3043.01.03	MANAGE PUBLICATION LISTING AT USING UNIT AND INTERMEDIATE LEVELS	S			12	Sgt	6-C-2	
4) 3043.01.04	REQUISITION REQUIRED PUBLICATIONS AT USING UNIT AND INTERMEDIATE LEVELS	S			12	Pvt	6-C-3	
5) 3043.01.05	MAINTAIN CERTIFICATE OF RELIEF	S			36	SSgt	6-C-3	
6) 3043.01.06	MAINTAIN FILE OF AUDIT AND VERIFICATION LETTERS	S			36	SSgt	6-C-3	
7) 3043.01.07	MAINTAIN LETTERS OF APPOINTMENT AND REVOCATION	S			36	Cpl	6-C-4	

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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
8)	3043.01.08	MAINTAIN CURRENT AUTHORIZATION FILE OF PERSONNEL AUTHORIZED TO RECEIPT/TURN IN MATERIAL	P			36	Cpl	6-C-5	
9)	3043.01.09	MAINTAIN INTERSERVICE SUPPORT AGREEMENTS	P			24	SSgt	6-C-5	
<u>DUTY AREA 02 - PERSONNEL MANAGEMENT</u>									
1)	3043.02.01	MONITOR PERSONNEL PERFORMING SUPPLY FUNCTIONS	P			12	Cpl	6-C-7	
2)	3043.02.02	EVALUATE EFFICIENCY OF SUPPLY OPERATION	P			36	SSgt	6-C-7	
3)	3043.02.03	SUPERVISE TRAINING OF SUPPLY PERSONNEL	P			12	Cpl	6-C-8	
<u>DUTY AREA 03 - OPERATIONAL FUNCTIONS</u>									
1)	3043.03.01	EXECUTE MANAGEMENT DATA BASE PROGRAM	S			12	SSgt	6-C-10	
2)	3043.03.02	SETUP PC COMPUTER EQUIPMENT FOR LOGISTIC SUPPORT	S			6	Pvt	6-C-10	
3)	3043.03.03	GENERATE ROUTINE AUTOMATED SUPPLY SYSTEM MANAGEMENT REPORTS	S			12	Cpl	6-C-11	
4)	3043.03.04	MANAGE THE EXECUTION OF AUTOMATED SUPPLY SYSTEM	S			12	Sgt	6-C-11	
5)	3043.03.05	ANALYZE DATA PROCESSING PROBLEMS AT USING UNIT	P			12	SSgt	6-C-12	
6)	3043.03.06	PREPARE/MAINTAIN STOCK USAGE INVENTORY (708) CONDITION	S			6	Cpl	6-C-13	
7)	3043.03.07	RESOLVE SUPPLY RELATED MARINE CORPS READINESS EVALUATION (MARES) REPORTING PROBLEMS	S			12	Cpl	6-C-13	
8)	3043.03.08	SUPERVISE THE SUPPLY SUPPORT PROGRESS WITH FORCE DEPLOYMENT PLANNING AND EXECUTION SYSTEMS, MAGTF II, LOGAIS MDSS II, AUTOMATED SUPPLY SYSTEMS	S			24	SSgt	6-C-14	
9)	3043.03.09	PERFORM SASSY/ATLASS QUARTERLY RECONCILIATION	S			12	Sgt	6-C-15	
10)	3043.03.10	USE ASSET TRACKING FOR LOGISTICS AND SUPPLY SYSTEM (ATLASS) AD HOC FEATURE	S			36	Cpl	6-C-16	
<u>DUTY AREA 04 - FINANCIAL FUNCTIONS</u>									
1)	3043.04.01	MAINTAIN FISCAL LEDGERS	P			12	Pvt	6-C-17	
2)	3043.04.02	PREPARE ANNUAL BUDGET	P			24	SSgt	6-C-17	
3)	3043.04.03	SUBMIT MIDYEAR BUDGET REVIEW	S			12	SSgt	6-C-18	
4)	3043.04.04	PERFORM STANDARD ACCOUNTING, BUDGETING, AND REPORTING SYSTEM (SABRS) FISCAL PROCEDURES	S			12	Cpl	6-C-18	
5)	3043.04.05	MAINTAIN SUPPORT AGREEMENT FUNDING DOCUMENTS	P			24	SSgt	6-C-19	
<u>DUTY AREA 05 - WAREHOUSE OPERATIONS</u>									
1)	3043.05.01	PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS	S			12	Pvt	6-C-21	
2)	3043.05.02	ACCOUNT FOR MORALE, WELFARE, AND RECREATION (MWR) EQUIPMENT	S			12	Cpl	6-C-21	

ENCLOSURE (3)

SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
3) 3043.05.03	MAINTAIN SUBCUSTODY RECORDS	S			12	Cpl	6-C-22	
4) 3043.05.04	ACCOUNT FOR PACKAGED OPERATIONAL RATIONS (POR)	S			36	Cpl	6-C-23	
5) 3043.05.05	MANAGE HAZARDOUS MATERIALS AND SUBSTANCES	S			6	Pvt	6-C-23	
<u>DUTY AREA 06 - REQUISITIONING FUNCTIONS</u>								
1) 3043.06.01	PROCESS INDIVIDUAL CLOTHING REQUISITIONS	P			36	Cpl	6-C-25	
2) 3043.06.02	PREPARE NAVMC 631/631A	P			36	Cpl	6-C-25	
3) 3043.06.03	PROCESS AMMUNITION REQUISITIONS	S			12	Pvt	6-C-26	
4) 3043.06.04	PROCESS A REPORT OF DISCREPANCY (ROD)	S			12	Cpl	6-C-27	
5) 3043.06.05	PROCESS MECHANIZED ADDITIONAL DEMANDS	S			36	Pvt	6-C-27	
6) 3043.06.06	PROCESS NONMECHANIZED REQUISITIONS	S			36	Pvt	6-C-28	
7) 3043.06.07	PROCESS DAILY MAINTENANCE TRANSACTIONS LISTING	S			36	Pvt	6-C-29	
8) 3043.06.08	RECONCILE PENDING FILES	S			36	Pvt	6-C-29	
9) 3043.06.09	RECONCILE CUSTOMER DEMANDS	S			36	Pvt	6-C-30	
10) 3043.06.10	PROCESS REQUIRED REQUISITION FOLLOW-UPS	S			12	Pvt	6-C-30	
11) 3043.06.11	MAINTAIN MAINTENANCE RECORDS STATUS FILE	P			12	Pvt	6-C-31	
12) 3043.06.12	PROCESS MATERIAL OBLIGATION VALIDATION (MOV)	S			12	Pvt	6-C-32	
13) 3043.06.13	PROCESS SELF-SERVICE CENTER SHOPPING LIST (NAVMC 10700)	S			36	Pvt	6-C-32	
14) 3043.06.14	PROCESS MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT (MIMMS) TRANSACTIONS	S			12	Pvt	6-C-33	
15) 3043.06.15	PROCESS RECEIPTS FOR HOT ITEM BACK-ORDERS	P			12	Pvt	6-C-33	
16) 3043.06.16	AUDIT DOCUMENT CONTROL FILE	S			12	Pvt	6-C-34	
17) 3043.06.17	PROCESS WALK-THRU ADDITIONAL DEMANDS	S			12	Pvt	6-C-35	
18) 3043.06.18	VERIFY UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS	S			36	Pvt	6-C-35	
19) 3043.06.19	VALIDATE UNIT REQUISITIONAL REQUIREMENTS	S			12	Cpl	6-C-36	
<u>DUTY AREA 07 - MATERIAL ACCOUNTABILITY</u>								
1) 3043.07.01	MAINTAIN CHESTS, KITS, SETS, OR ASSEMBLIES	P			12	Pvt	6-C-38	
2) 3043.07.02	PERFORM PERSONAL EFFECTS CONTROL PROCEDURES	S			12	Cpl	6-C-38	
3) 3043.07.03	PREPARE EQUIPMENT CUSTODY RECORD (ECR) CARD	S			36	Pvt	6-C-39	
4) 3043.07.04	PREPARE INDIVIDUAL MEMORANDUM RECEIPT (IMR CARD)	S			36	Pvt	6-C-39	
5) 3043.07.05	MAINTAIN MARINE CORPS SMALL ARMS REPORT	S			12	Sgt	6-C-40	
6) 3043.07.06	PROCESS LETTERS OF UNSERVICEABILITY	S			12	Pvt	6-C-41	
7) 3043.07.07	PROCESS MISSING, LOST, STOLEN, RECOVERED (MLSR) PROPERTY REPORT	S			36	Cpl	6-C-41	
8) 3043.07.08	RECONCILE UNIT ALLOWANCES	S			12	Cpl	6-C-42	
9) 3043.07.09	REVALIDATE TYPE 1, TYPE 2, AND MARINE FORCES RESERVE (TA) ALLOWANCES	S			24	SSgt	6-C-42	
10) 3043.07.10	PROCESS ALLOWANCE ADJUSTMENTS FOR PER INDIVIDUAL EQUIPMENT	S			24	Cpl	6-C-43	
11) 3043.07.11	MANAGE EQUIPMENT EXCESSES AND DEFICIENCIES	S			12	SSgt	6-C-43	

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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
12)	3043.07.12	VALIDATE REQUEST FOR MODIFICATION OF ALLOWANCES (MOA)	S			12	SSgt		6-C-44
13)	3043.07.13	CHALLENGE INACCURATE ALLOWANCE DATA	S			24	Sgt		6-C-45
14)	3043.07.14	CONVERT PLANNED TO ACTUAL ALLOWANCES	S			12	SSgt		6-C-45
15)	3043.07.15	CONDUCT REDISTRIBUTION OF EQUIPMENT	S			12	Cpl		6-C-46
16)	3043.07.16	MAINTAIN THE CONSOLIDATED MEMORANDUM RECEIPT (CMR)	S			12	Pvt		6-C-47
17)	3043.07.17	MAINTAIN ORGANIC PROPERTY LISTING (RETAIL C)	S			12	Pvt		6-C-47
18)	3043.07.18	MAINTAIN EDIT ERROR AND EXCEPTION LISTINGS	S			24	Pvt		6-C-48
19)	3043.07.19	MAINTAIN DAILY HISTORY LISTING/DAILY TRANSACTION REPORT	S			24	Pvt		6-C-49
20)	3043.07.20	PROCESS REPORTS OF INVESTIGATION FILES	S			36	Sgt		6-C-50
21)	3043.07.21	MAINTAIN MONEY VALUE GAIN/LOSS (MVGLN) NOTICE REPORTS	S			36	Sgt		6-C-50
22)	3043.07.22	COMPLETE AND MAINTAIN SUBSIDIARY RECORDS FOR NONISSUED SERIALIZED ITEMS	P			12	Pvt		6-C-51
23)	3043.07.23	AUDIT THE UNIT OPERATING STOCK LISTING	P			12	Sgt		6-C-51
24)	3043.07.24	ACCOUNT FOR EQUIPMENT ON STOCK RECORD AND INVENTORY CONTROL CARD (NAVMC 708)		S		12	Cpl		6-C-52
25)	3043.07.25	ACCOUNT FOR CONTROLLED ITEMS AT NONAUTOMATED UNITS	S			36	Sgt		6-C-53
26)	3043.07.26	PROCESS ROLLBACK TRANSACTIONS	S			12	Pvt		6-C-53
27)	3043.07.27	PROCESS DISPOSAL TRANSACTIONS	S			12	Pvt		6-C-54
28)	3043.07.28	ACCOUNT FOR CLASS V(W) AMMUNITION		S		12	Cpl		6-C-55
29)	3043.07.29	ACCOUNT FOR OPERATING STOCKS	S			36	Cpl		6-C-55
30)	3043.07.30	MAINTAIN PETROLEUM, OIL, AND LUBRICANTS (POL) ACCOUNTING CONTROLS	S			36	Cpl		6-C-56
31)	3043.07.31	EXECUTE ANNUAL PHYSICAL INVENTORY	S			36	Cpl		6-C-57
32)	3043.07.32	MAINTAIN CONTROL OF SERIALIZED BLANK FORMS	S			12	Pvt		6-C-58
33)	3043.07.33	MAINTAIN CONTROL OF MISCELLANEOUS COMMODITIES	S			24	SSgt		6-C-58
34)	3043.07.34	VERIFY ALL CRITICAL LOW DENSITY (CLD) REQUIREMENTS	S			36	SSgt		6-C-59
35)	3043.07.35	DISTRIBUTE PREPOSITIONED EQUIPMENT, REMAIN BEHIND EQUIPMENT (RBE), OR LEAVE BEHIND EQUIPMENT (LBE)	S			24	SSgt		6-C-60
36)	3043.07.36	EXECUTE AUTOMATED IDENTIFICATION TECHNOLOGY (AIT FUNCTION)	S			24	Pvt		6-C-60

DUTY AREA 08 - MINOR PURCHASING

1)	3043.08.01	PROCESS PURCHASE REQUEST DOCUMENTS	P			24	Sgt		6-C-62
2)	3043.08.02	PREPARE AMENDMENTS TO PURCHASE/DELIVERY ORDERS	P			24	Sgt		6-C-62
3)	3043.08.03	ADMINISTER BLANK PURCHASE AGREEMENTS	S			12	Sgt		6-C-63
4)	3043.08.04	VERIFY SUPPLIES ARE PURCHASED FROM MANDATORY SOURCES OF SUPPLY	S			12	Sgt		6-C-64
5)	3043.08.05	MAINTAIN STANDARDS OF CONDUCT FILE	S			12	Sgt		6-C-64
6)	3043.08.06	PREPARE MONTHLY PURCHASING SUMMARY REPORT	S			36	Sgt		6-C-65
7)	3043.08.07	PREPARE PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL (NAVCOMPT 2277 OR DD FORM 1155)	S			24	Sgt		6-C-65

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SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
8) 3043.08.08	PREPARE BOARDING AND LODGING AGREEMENT (BLA)	S			12	Sgt	6-C-66	
9) 3043.08.09	PREPARE BILLS OF LADING FOR COMMERCIAL TRANS-PORTATION OF SUPPLIES	S			12	SSgt	6-C-66	
10) 3043.08.10	PROCESS GSA ADMINISTRATIVE SUPPLIES PHONE REQUEST	S			24	Sgt	6-C-67	
11) 3043.08.11	PROCESS INTERNATIONAL MERCHANTS PURCHASE AUTHORIZATION CARD (IMPAC) PHONE OR PURCHASE REQUEST	S			12	Pvt	6-C-67	
<u>DUTY AREA 09 - CASH COLLECTION</u>								
1) 3043.09.01	PROCESS CASH MEAL PAYMENTS	P			24	Cpl	6-C-69	
2) 3043.09.02	PROCESS CASH SALES FOR GOVERNMENT PROPERTY	S			12	Cpl	6-C-69	
3) 3043.09.03	VERIFY THE PROCESSING OF CASH COLLECTION VOUCHERS	S			12	Cpl	6-C-70	
4) 3043.09.04	PROCESS CASH COLLECTION VOUCHERS	S			12	Cpl	6-C-71	
<u>DUTY AREA 10 - INTERMEDIATE SUPPLY LEVEL FUNCTIONS</u>								
1) 3043.10.01	MAINTAIN GENERAL ACCOUNT BALANCE FILE (GABF)	S			12	SSgt	6-C-73	
2) 3043.10.02	SUPERVISE INITIAL ISSUE PROVISIONING (IIP)	S			36	Sgt	6-C-73	
3) 3043.10.03	PROJECT ITEM DISTRIBUTION PROCESS DISPOSITION	S			36	SSgt	6-C-74	
4) 3043.10.04	INSTRUCTIONS FOR MATERIAL RETURNS PROGRAM (MRP) ITEMS	S			12	Cpl	6-C-75	
5) 3043.10.05	UPDATE MASTER HEADER INFORMATION FILE (MHIF)	S			12	Cpl	6-C-75	
6) 3043.10.06	MAINTAIN REPARABLE ISSUE POINT ASSETS AND RECORDS	S			12	SSgt	6-C-75	
7) 3043.10.07	COORDINATE REVIEW OF CLASS I MODULE OUTPUT ERRORS	P			12	Sgt	6-C-76	
8) 3043.10.08	COORDINATE EXECUTION OF CLASS I DATA BASE UPDATE	P			12	Sgt	6-C-77	
9) 3043.10.09	SUPERVISE CLASS 1 MONTHLY FIELD CHANGE PROBLEMS	P			12	Sgt	6-C-77	
10) 3043.10.10	DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATIONS	P			12	SSgt	6-C-78	
11) 3043.10.11	PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE	P			24	SSgt	6-C-39	
12) 3043.10.12	PROCESS STRATIFICATION DATA FOR STOCK FUNDED INTERMEDIATE SUPPLY ACTIVITIES	S			24	SSgt	6-C-79	
13) 3043.10.13	MAINTAIN BALANCE STORES ACCOUNTING RECORDS	S			24	SSgt	6-C-80	
14) 3043.10.14	PERFORM TECHNICAL RESEARCH DATA LOAD AND TRANSACTION	S			24	Cpl	6-C-80	
15) 3043.10.15	MAINTAIN THE REPARABLE ISSUE POINT CONSOLIDATED ASSET LISTING (CAL)	P			24	Cpl	6-C-81	
16) 3043.10.16	PROCESS CUSTOMER BACKORDERS FOR SECONDARY REPARABLES	P			12	SSgt	6-C-81	
17) 3043.10.17	RECONCILE CUSTOMER BACKORDER RECONCILIATIONS	P			12	Cpl	6-C-82	
18) 3043.10.18	MAINTAIN THE REPARABLE ISSUE POINT (RIP) MAINTENANCE DOCUMENT CONTROL FILE	S			12	SSgt	6-C-83	
	PROCESS COMMERCIAL VENDOR REPARABLES	P			12	SSgt	6-C-83	

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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
19)	3043.10.19	PROCESS UNSERVICEABLE SECONDARY REPARABLES	S			12	SSgt	6-C-84	
20)	3043.10.20	CONDUCT ITEM REVIEW AND STORAGE COMPUTATION		S		24	SSgt	6-C-85	
21)	3043.10.21	PROCESS REDISTRIBUTIONS FOR REPARABLE ISSUE POINT	P			12	SSgt	6-C-85	
22)	3043.10.22	CONDUCT STATISTICAL ANALYSIS		S		12	SSgt	6-C-86	
23)	3043.10.23	MANAGE REDISTRIBUTION FOR GENERAL ACCOUNT		P		12	SSgt	6-C-86	
24)	3043.10.24	MONITOR CLASS I SYSTEM OUTPUT	P			12	SSgt	6-C-87	
25)	3043.10.25	PREPARE ANNUAL BUDGET AT THE SASSY MANAGEMENT UNIT (SMU)		P		12	SSgt	6-C-88	
26)	3043.10.26	ANALYZE DATA PROCESSING PROBLEMS AT THE SASSY MANAGEMENT UNIT (SMU)		P		12	SSgt	6-C-88	
27)	3043.10.27	PERFORM DATA AND APPLICATION SECURITY		S		12	SSgt	6-C-89	
28)	3043.10.29	PREPARE PARAMETER TRANSACTIONS FOR SASSY CYCLE PROCESSING		P		12	SSgt	6-C-89	
29)	3043.10.29	ANALYZE DATA PROCESSING PROBLEMS AND TREND ANALYSIS		S		12	SSgt	6-C-90	
30)	3043.10.30	PREPARE MONEY VALUE GAIN LOSS (MVGL) NOTICES FOR THE GENERAL ACCOUNT AND REPARABLE ISSUE POINT (RIP)		S		12	SSgt	6-C-90	
31)	3043.10.31	CONDUCT ANNUAL PHYSICAL INVENTORY		P		12	SSgt	6-C-91	
32)	3043.10.32	ANALYZE DATA PROCESSING PROBLEMS AT SASSY MANAGEMENT UNIT (SMU) GENERAL ACCOUNT		P		12	SSgt	6-C-92	

MOS 3044, PURCHASING AND CONTRACTING SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	3044.01.01	ESTABLISH PROSPECTIVE BIDDERS LIST		P		36	Sgt	6-D-1	
2)	3044.01.02	REVIEW/DISTRIBUTE CORRESPONDENCE		S		36	Sgt	6-D-1	
3)	3044.01.03	PREPARE MONTHLY PROCUREMENT SUMMARY REPORT (DD FORM 1057)		S		12	Sgt	G-D-2	
4)	3044.01.04	DISTRIBUTE AWARDED PURCHASING INSTRUMENTS		P		36	Sgt	6-D-2	
5)	3044.01.05	MAINTAIN CONTRACT FILES		P		24	Sgt	6-D-3	
6)	3044.01.06	PERFORM ANNUAL BLANKET PURCHASE AGREEMENT (BPA) FILE AUDIT		S		12	SSgt	6-D-3	
7)	3044.01.07	PREPARE FOLLOW-UP ON DELINQUENT ORDERS		P		12	Sgt	6-D-4	
8)	3044.01.08	REVIEW COMPLETED PURCHASE REQUESTS FOR COMPLETENESS AND ACCURACY		P		12	Sgt	6-D-4	
9)	3044.01.09	PREPARE CASE FILE FOR UNAUTHORIZED COMMITMENT		S		12	Sgt	6-D-5	
10)	3044.01.10	PROCESS CONGRESSIONAL INQUIRIES		S		12	MSgt	6-D-5	
11)	3044.01.11	MAINTAIN VENDOR CATALOGS		S		12	Sgt	6-D-6	
12)	3044.01.12	ENSURE SAFEKEEPING OF QUOTATIONS AND BIDS		S		36	Sgt	6-D-7	
13)	3044.01.13	MAINTAIN STANDARDS OF CONDUCT FILES		S		12	Sgt	6-D-7	

DUTY AREA 02 - PERSONNEL MANAGEMENT AND TRAINING

1)	3044.02.01	ESTABLISH GOVERNMENT WIDE COMMERCIAL PURCHASE CARD (GCPC) PROGRAM		S		36	Sgt	6-D-9	
2)	3044.02.02	DIRECT PERSONNEL ADMINISTERING PURCHASING FUNCTIONS		S		36	GySgt	6-D-9	

ENCLOSURE (3)

SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
3) 3044.02.03	PROVIDE INSTRUCTIONS ON PURCHASING PROCEDURES AND REGULATIONS TO USING UNITS	S			36	GySgt	6-D-10	
4) 3044.02.04	PERFORM AS PURCHASING/ORDER OFFICER	S			36	GySgt	6-D-10	
5) 3044.02.05	CONDUCT PURCHASING AND CONTRACTING ON-THE-JOB TRAINING (OJT) PROGRAM	S			36	GySgt	6-D-11	
6) 3044.02.06	REVIEW WEEKLY BUYERS PRODUCTION/STATUS REPORT	S			12	MSgt	6-D-11	
7) 3044.02.07	PROCESS APPOINTMENT LETTERS	S			36	Sgt	6-D-12	
DUTY AREA 03 - OPERATIONS FUNCTIONS								
1) 3044.03.01	OPERATE AUTOMATED DATA PROCUREMENT SYSTEM	P			6	Sgt	6-D-13	
DUTY AREA 04 - SIMPLIFIED ACQUISITION PROCEDURES								
1) 3044.04.01	PROCESS DELIVERY ORDERS UNDER EXISTING CONTRACTS	P			12	Sgt	6-D-14	
2) 3044.04.02	PROCESS RECEIVING REPORTS	P			24	Sgt	6-D-14	
3) 3044.04.03	PREPARE BLANKET PURCHASE AGREEMENT (BPA)	P			12	Sgt	6-D-15	
4) 3044.04.04	UPDATE BLANKET PURCHASE AGREEMENT (BPA)	P			12	Sgt	6-D-15	
5) 3044.04.05	PREPARE AMENDMENTS/MODIFICATIONS TO SOLICITATIONS	P			12	Sgt	6-D-16	
6) 3044.04.06	AND PURCHASE INSTRUMENTS PERFORM AS A GOVERNMENT WIDE COMMERCIAL PURCHASE CARD (GCPC) CARDHOLDER	P			36	Sgt	6-D-17	
7) 3044.04.07	PREPARE PURCHASE ORDER INVOICE VOUCHER (SF 44)	S			12	Sgt	6-D-17	
8) 3044.04.08	PROCESS MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS	S			12	Sgt	6-D-19	
9) 3044.04.09	SELECT SIMPLIFIED ACQUISITION PROCEDURE	S			12	Sgt	6-D-18	
DUTY AREA 05 - FORMAL CONTRACT FUNCTIONS								
1) 3044.05.01	PROCESS PURCHASE REQUESTS FOR FOREIGN MADE PRODUCTS	S			12	GySgt	6-D-20	
2) 3044.05.02	PREPARE DELINQUENCY LETTER	S			24	GySgt	6-D-20	
3) 3044.05.03	PREPARE INDIVIDUAL PROCUREMENT ACTION REPORT (DD FORM 350)	S			12	GySgt	6-D-21	
4) 3044.05.04	PREPARE PROTEST CASE FILES	S			24	GySgt	6-D-21	
5) 3044.05.05	PREPARE REQUEST FOR PROPOSAL (RFP)	S			12	SSgt	6-D-22	
6) 3044.05.06	AWARD INVITATION FOR BID (IFB)	S			12	SSgt	6-D-22	
7) 3044.05.07	ADMINISTER CONTRACTS	S			12	SSgt	6-D-23	
MOS 3051, WAREHOUSE CLERK								
DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS								
1) 3051.01.01	MAINTAIN WAREHOUSE PUBLICATIONS	P			36	Cpl	6-E-1	
2) 3051.01.02	PREPARE WAREHOUSE PLANOGRAPH	S			12	Cpl	6-E-1	
3) 3051.01.03	PREPARE PAPERWORK FOR DATA ENTRY	S			24	Pvt	6-E-2	
4) 3051.01.04	ESTABLISH WAREHOUSE SECURITY PROCEDURES	S			36	Cpl	6-E-2	
5) 3051.01.05	ESTABLISH WAREHOUSE SAFETY PROCEDURES	S			36	Cpl	6-E-3	

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
6)	3051.01.06	REVIEW UNSATISFACTORY MATERIAL QUALITY DEFICIENCY REPORT (QDR)	S			36	Cpl	6-E-4	
7)	3051.01.07	PREPARE EQUIPMENT CUSTODY RECEIPT (ECR) CARD	S			36	Pvt	6-E-4	
8)	3051.01.08	PREPARE MAINTENANCE ORDER	S			12	Pvt	6-E-5	
9)	3051.01.09	PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS	S			12	Pvt	6-E-5	
10)	3051.01.10	AUDIT THE UNIT OPERATING STOCK LISTING FOR ROLLBACK AND DISPOSAL TRANSACTIONS	P			36	Cpl	6-E-6	
11)	3051.01.11	REVIEW THE DOCUMENT CONTROL FILE	P			36	Cpl	6-E-7	
12)	3051.01.12	PREPARE ISSUE TRANSACTION DOCUMENT	S			36	Pvt	6-E-7	
13)	3051.01.13	PREPARE REPORT OF DISCREPANCY (ROD)	S			36	Pvt	6-E-8	
14)	3051.01.14	PREPARE REPORT OF INVENTORY DISCREPANCIES	S			36	Cpl	6-E-8	
15)	3051.01.15	PROVIDE INPUT ON FUNCTIONAL REQUIREMENTS FOR MILITARY WAREHOUSE CONSTRUCTION			S	36	Sgt	6-E-9	
16)	3051.01.16	FORMULATE SUPPORT REQUIREMENTS FOR DEPLOYED UNITS	P			36	Cpl	6-E-9	
17)	3051.01.17	PREPARE ASSET LOSS DOCUMENTS	P			12	Cpl	6-E-10	

DUTY AREA 02 - RECORDS, DOCUMENTS, AND PUBLICATIONS

1)	3051.02.01	MAINTAIN PROOF OF DELIVERY (POD) FILE	P			12	Pvt	6-E-11	
2)	3051.02.02	FILE EQUIPMENT CUSTODY RECORD (ECR) (NAVMC 10359)			S	12	Pvt	6-E-11	
3)	3051.02.03	MAINTAIN INVENTORY PRINTOUTS			S	12	Pvt	6-E-11	
4)	3051.02.04	MAINTAIN LOCATOR FILE	S			12	Pvt	6-E-12	
5)	3051.02.05	MAINTAIN SUBSIDIARY RECORDS NOR NONISSUED AND SERIAL-IZED ITEMS	S			24	Pvt	6-E-12	
6)	3051.02.06	PREPARE INDIVIDUAL MEMORANDUM RECEIPTS (IMR)	S			12	Pvt	6-E-13	
7)	3051.02.07	MAINTAIN CHESTS, KITS, SETS, OR ASSEMBLIES	S			12	Pvt	6-E-13	

DUTY AREA 03 - OPERATIONAL MANAGEMENT

1)	3051.03.01	SUPERVISE RECEIVING OPERATIONS	P			12	Sgt	6-E-15	
2)	3051.03.02	SUPERVISE SHIPPING OPERATIONS	P			12	Sgt	6-E-15	
3)	3051.03.03	SUPERVISE STORAGE OPERATIONS	P			36	Sgt	6-E-16	
4)	3051.03.04	SUPERVISE ISSUE OF INDIVIDUAL EQUIPMENT	P			36	Sgt	6-E-16	
5)	3051.03.05	SUPERVISE INVENTORY OPERATIONS	P			36	Sgt	6-E-17	
6)	3051.03.06	SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) USAGE	P			36	Sgt	6-E-18	
7)	3051.03.07	SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) PREVENTIVE MAINTENANCE PROGRAM	P			36	Sgt	6-E-18	
8)	3051.03.08	SUPERVISE WAREHOUSE SAFETY PROGRAM	P			36	Cpl	6-E-19	
9)	3051.03.09	SUPERVISE WAREHOUSE MODERNIZATION PROCEDURES	P			12	Sgt	6-E-19	
10)	3051.03.10	SUPERVISE TRAINING OF SUPPLY PERSONNEL	P			12	SSgt	6-E-20	
11)	3051.03.11	SUPERVISE WAREHOUSE SECURITY PROCEDURES	P			12	Sgt	6-E-21	
12)	3051.03.12	SUPERVISE CARE IN STORAGE PROCEDURES	P			12	Sgt	6-E-22	
13)	3051.03.13	SUPERVISE LOCATION SURVEY PROCEDURES	P			12	Sgt	6-E-22	
14)	3051.03.14	SUPERVISE LOCATION CONSOLIDATION PROCEDURES	P			12	Sgt	6-E-23	
15)	3051.03.15	SUPERVISE LOCATION ADDITION PROCEDURES	P			12	Sgt	6-E-23	
16)	3051.03.16	SUPERVISE EMBARKATION PROCEDURES	P			12	Sgt	6-E-24	

ENCLOSURE (3)

SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 04 - OPERATIONAL FUNCTIONS</u>								
1) 3051.04.01	MAINTAIN STOCK LOCATOR SYSTEM	S			12	Pvt	6-E-25	
2) 3051.04.02	MAINTAIN WAREHOUSE SECURITY	P			12	Pvt	6-E-25	
3) 3051.04.03	ANALYZE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS	P			24	Sgt	6-E-26	
4) 3051.04.04	VERIFY STOCK DENIALS	S			24	Cpl	6-E-26	
5) 3051.04.05	PERFORM INVENTORY PROCEDURES	S			12	Pvt	6-E-27	
6) 3051.04.06	DISPOSE OF DAMAGED OR DETERIORATED SUPPLIES	S			12	Pvt	6-E-27	
7) 3051.04.07	IDENTIFY UNIT EQUIPMENT FOR REPAIR	S			12	Pvt	6-E-28	
8) 3051.04.08	CONDUCT RECONCILIATION OF INDIVIDUAL MEMORANDUM RECEIPT (IMR) CARD AND ALPHA ROSTER	S			12	Pvt	6-E-28	
9) 3051.04.09	MAINTAIN HAZARDOUS MATERIAL IN RECEIVING AND STORAGE	S			12	Cpl	6-E-29	
10) 3051.04.10	MAINTAIN PROPER STORAGE OF MEDICAL SUPPLIES	P			12	Cpl	6-E-29	
11) 3051.04.11	MAINTAIN SECURE STORAGE OF SMALL ARMS	S			12	Pvt	6-E-30	
12) 3051.04.12	OPERATE MATERIAL HANDLING EQUIPMENT (MHE)	S			36	Pvt	6-E-30	
13) 3051.04.13	PERFORM PERSONAL EFFECTS CONTROL PROCEDURES	S			12	Cpl	6-E-31	
14) 3051.04.14	COORDINATE CUSTOMER ROLLBACKS	S			24	Pvt	6-E-32	
15) 3051.04.15	PROVIDE INVENTORY CONTROL FOR PACKAGED OPERATIONAL RATIONS (PORS)	S			24	Cpl	6-E-32	
<u>DUTY AREA 05 - RECEIPT FUNCTIONS</u>								
1) 3051.05.01	PROCESS MULTIPACKS	P			36	Pvt	6-E-34	
2) 3051.05.02	SEGREGATE ITEMS FOR ISSUE TO CUSTOMER	P			36	Pvt	6-E-34	
3) 3051.05.03	SEGREGATE SPECIAL HANDLING MATERIALS	P			36	Pvt	6-E-35	
4) 3051.05.04	PERFORM QUALITY CONTROL ON INCOMING SUPPLY MATERIAL	S			12	Pvt	6-E-35	
5) 3051.05.05	PERFORM CHECKOUT PROCEDURES	S			12	Pvt	6-E-36	
6) 3051.05.06	PROCESS UNSERVICEABLE GEAR	S			12	Pvt	6-E-36	
7) 3051.05.07	PROCESS RETURNED CLOTHING	S			12	Pvt	6-E-37	
8) 3051.05.08	PROCESS ROLL-BACK RECEIPTS	S			12	Pvt	6-E-37	
9) 3051.05.09	PROCESS REPORT OF PROPERTY RECEIVED (RPR)	S			12	Pvt	6-E-38	
<u>DUTY AREA 06 - STORAGE FUNCTIONS</u>								
1) 3051.06.01	PREPARE SUPPLIES FOR STORAGE	S			12	Pvt	6-E-39	
2) 3051.06.02	ESTABLISH A LOCATION FOR ITEMS	S			12	Pvt	6-E-39	
3) 3051.06.03	PERFORM CARE IN STORAGE PROCEDURES	S			12	Pvt	6-E-40	
4) 3051.06.04	PALLETIZE SUPPLY MATERIAL	P			36	Pvt	6-E-40	
5) 3051.06.05	PERFORM LOCATION VERIFICATION	S			12	Pvt	6-E-41	
6) 3051.06.06	PERFORM LOCATION CONSOLIDATION	S			12	Pvt	6-E-41	
7) 3051.06.07	PERFORM LOCATION ADDITION	S			12	Pvt	6-E-42	
8) 3051.06.08	MAINTAIN COMPATIBILITY OF STORED MATERIEL ASSETS	P			24	Pvt	6-E-42	
9) 3051.06.09	PERFORM LOGISTICS APPLICATION OF AUTOMATED MARKINGS AND READING SYMBOLS (LOGMARS) DATA ENTRY FUNCTIONS	S			12	Pvt	6-E-43	
10) 3051.06.10	PERFORM DATA COLLECTION WITH LOGMARS	S			12	Pvt	6-E-43	

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
11)	3051.06.11	VALIDATE LOGMARS PRINTOUTS	S			36	Pvt	6-E-44	
12)	3051.06.12	PERFORM LOGISTICS APPLICATION OF AUTOMATED MARKINGS AND READING SYMBOLS (LOGMARS)/ASSET TRACKING FOR LOGISTICS AND SUPPLY SYSTEM (ATLASS) INTERFACE FUNCTIONS	S			12	Pvt	6-E-44	
<u>DUTY AREA 07 - SHIPMENT AND ISSUE FUNCTIONS</u>									
1)	3051.07.01	PROCESS MATERIAL RELEASE ORDER (MRO)	S			12	Pvt	6-E-46	
2)	3051.07.02	PROCESS WALK-THRU REQUISITIONS	S			12	Pvt	6-E-46	
3)	3051.07.03	ISSUE SUPPLIES AND EQUIPMENT	S			12	Pvt	6-E-46	
4)	3051.07.04	PERFORM CLOTHING ISSUE PROCEDURES	P			12	Pvt	6-E-47	
<u>DUTY AREA 08 - STORAGE FACILITIES</u>									
1)	3051.08.01	COMPUTE WAREHOUSE NET STORAGE SPACE AREA	S			36	Sgt	6-E-48	
2)	3051.08.02	MONITOR THE WAREHOUSE SPACE CONTROL SYSTEM	S			36	Sgt	6-E-48	
3)	3051.08.03	APPLY WAREHOUSE GRID LOCATION MARKINGS	P			36	Pvt	6-E-49	
4)	3051.08.04	MARK WAREHOUSE STORAGE CONTAINERS	S			36	Pvt	6-E-49	
5)	3051.08.05	ATTACH BAR CODES TO STORAGE BINS/PACKS		S		36	Pvt	6-E-50	
6)	3051.08.06	ATTACH LOCATION CARDS TO STORAGE CONTAINERS	P			12	Pvt	6-E-50	
7)	3051.08.07	MODIFY STORAGE CONTAINERS	P			12	Pvt	6-E-51	
8)	3051.08.08	PERFORM INSPECTION ON STORAGE FACILITY	S			12	Cpl	6-E-51	
9)	3051.08.09	PERFORM PEST CONTROL PROCEDURES	P			12	Pvt	6-E-51	
10)	3051.08.10	PERFORM OUTDOOR STORAGE PROCEDURES	S			36	Pvt	6-E-52	
<u>DUTY AREA 09 - EMBARKATION AND FIELD WAREHOUSING</u>									
1)	3051.09.01	PERFORM WAREHOUSE MOBILIZATION PROCEDURES	S			36	Pvt	6-E-53	
2)	3051.09.02	PERFORM PREPARATION FOR EMBARKATION PROCEDURES	S			36	Pvt	6-E-53	
3)	3051.09.03	STAGE SUPPLY MATERIAL	S			36	Pvt	6-E-54	
4)	3051.09.04	ESTABLISH FIELD SUPPLY BEACH AND PORT STATION	S			12	Sgt	6-E-54	
5)	3051.09.05	RECOMMEND LOCATION FOR FIELD WAREHOUSE	P			36	SSgt	6-E-55	
6)	3051.09.06	ESTABLISH FIELD WAREHOUSE	P			36	SSgt	6-E-56	
7)	3051.09.07	MONITOR SUPPLIES AND EQUIPMENT DELIVERY AND RECEIPT	P			12	Cpl	6-E-57	
8)	3051.09.08	BREAK DOWN FIELD WAREHOUSE		S		12	Pvt	6-E-57	
9)	3051.09.09	DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATION	P			12	SSgt	6-E-58	
10)	3051.09.10	PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE	P			24	SSgt	6-E-58	

MOS 3052, PACKAGING SPECIALIST

ENCLOSURE (3)

SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS</u>								
1) 3052.01.01	RESEARCH PUBLICATIONS, DIRECTIVES, AND CORRESPONDENCE TO IDENTIFY HAZARDOUS MATERIAL	S			12	Pvt	6-F-1	
2) 3052.01.02	PREPARE WEEKLY, MONTHLY, AND YEARLY STATUS REPORT		S		12	Cpl	6-F-1	
<u>DUTY AREA 02 - PERSONNEL MANAGEMENT</u>								
1) 3052.02.01	SUPERVISE PRESERVATION, PACKAGING, AND PACKING (PP&P) SAFETY PROGRAM		S		36	Sgt	6-F-3	
2) 3052.02.02	SUPERVISE PROCESS PLANNING		S		36	SSgt	6-F-3	
3) 3052.02.03	SUPERVISE ACCOUNTING PROCEDURES		S		12	SSgt	6-F-4	
4) 3052.02.04	SUPERVISE REIMBURSABLE FUNCTIONS		S		12	SSgt	6-F-4	
5) 3052.02.05	SUPERVISE RECEIVING OPERATIONS		S		12	Sgt	6-F-5	
6) 3052.02.06	SUPERVISE PRESERVATION		S		12	Sgt	6-F-6	
7) 3052.02.07	SUPERVISE CONTAINER MANUFACTURING OPERATIONS		S		24	Sgt	6-F-6	
8) 3052.02.08	SUPERVISE CUSTODY PROCEDURES		S		12	Sgt	6-F-7	
9) 3052.02.09	SUPERVISE HAZARDOUS MATERIAL PROCESSING		S		12	Sgt	6-F-7	
10) 3052.02.10	SUPERVISE PREPARATION FOR SHIPMENT OPERATIONS		S		12	Sgt	6-F-8	
11) 3052.02.11	SUPERVISE PREPARATION FOR CARE IN STORAGE		S		12	Sgt	6-F-9	
12) 3052.02.12	SUPERVISE PREVENTIVE MAINTENANCE PROGRAM		S		36	Sgt	6-F-9	
13) 3052.02.13	SUPERVISE PRIORITIZATION OF WORKLOAD		S		36	Sgt	6-F-10	
14) 3052.02.14	SUPERVISE EMBARKATION PROCEDURES		S		36	Sgt	6-F-10	
15) 3052.02.15	SUPERVISE PRESERVATION AND PACKAGING OPERATIONS FOR DEPLOYMENT		S		36	SSgt	6-F-11	
<u>DUTY AREA 03 - OPERATIONAL FUNCTIONS</u>								
1) 3052.03.01	PERFORM PROCESS PLANNING		S		12	Sgt	6-F-13	
2) 3052.03.02	PERFORM IN PROCESS QUALITY CONTROL PROCEDURES		S		12	Sgt	6-F-13	
3) 3052.03.03	PERFORM QUALITY CONTROL PROCEDURES ON OUTGOING MATERIAL		S		12	SSgt	6-F-14	
4) 3052.03.04	CONDUCT QUALITY ASSURANCE EVALUATIONS		S		12	SSgt	6-F-15	
5) 3052.03.05	COORDINATE LOGISTICS SUPPORT REQUIREMENTS		S		12	SSgt	6-F-15	
6) 3052.03A6	TRACK STATUS OF ITEMS PROCESSED THROUGH PRESERVATION		S		24	SSgt	6-F-16	
7) 3052.03.07	CONTROL SPECIAL TOOLS		S		36	Cpl	6-F-16	
8) 3052.03.08	OPERATE AUTOMATED MATERIAL HANDLING EQUIPMENT (AMHE)		S		36	Cpl	6-F-17	
9) 3052.03.09	PERFORM PREVENTIVE MAINTENANCE (PM)		S		36	SSgt	6-F-18	
<u>DUTY AREA 04 - CONTAINER MANUFACTURING</u>								
1) 3052.04.01	DESIGN WOOD SHIPPING/STORAGE CONTAINERS		S		36	Sgt	6-F-19	
2) 3052.04.02	CONSTRUCT SHIPPING/STORAGE CONTAINERS		S		36	Sgt	6-F-19	
3) 3052.04.03	CONSTRUCT WOOD PALLETS		S		36	Sgt	6-F-20	
4) 3052.04.04	ASSEMBLE TRIPLE-WALL CORRUGATED FIBERBOARD SHIPPING CONTAINERS		S		36	SSgt	6-F-20	

ENCLOSURE (3)

SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 05 - MATERIAL PRESERVATION AND PACKAGING</u>								
1) 3052.05.01	PERFORM PARTIAL DISASSEMBLY OF COMPONENTS FOR PRESERVATION AND PACKAGING	S			36	Pvt	6-F-22	
2) 3052.05.02	PERFORM C-1 (ANY APPLICABLE PROCESS) CLEANING PROCESS	S			12	Pvt	6-F-22	
3) 3052.05.03	PERFORM C-3 (SOLVENT) CLEANING PROCESS	S			12	Pvt	6-F-23	
4) 3052.05.04	PERFORM C-5 SOLVENT CLEANING FOLLOWED BY FINGERPRINT REMOVAL	S			12	Pvt	6-F-23	
5) 3052.05.05	PERFORM C-7 (VAPOR DEGREASING) CLEANING PROCESS		S		12	Pvt	6-F-24	
6) 3052.05.06	PERFORM C-8 (PERSPIRATION AND FINGERPRINT REMOVAL CLEANING PROCESS	S			12	Pvt	6-F-24	
7) 3052.05.07	PERFORM C-9 (ALKALINE) CLEANING PROCESS	S			12	Pvt	6-F-25	
8) 3052.05.08	PERFORM C-11 (ELECTRO CLEANING) CLEANING PROCESS	S			12	Pvt	6-F-25	
9) 3052.05.09	PERFORM C-12 (EMULSION) CLEANING PROCESS	S			12	Pvt	6-F-26	
10) 3052,05.10	PERFORM C-14 (STEAM) CLEANING PROCESS	S			12	Pvt	6-F-27	
11) 3052.05.11	PERFORM C-15 (ABRASIVE BLAST) CLEANING PROCESS	S			12	Pvt	6-F-27	
12) 3052.05.12	PERFORM C-16 (VAPOR BLAST (LIQUID HONING)) CLEANING PROCESS	S			12	Pvt	6-F-28	
13) 3052.05.13	PERFORM C-17 (SOFT GRIT BLAST) CLEANING PROCESS	S			12	Pvt	6-F-28	
14) 3052.05.14	PERFORM C-18 (VAPOR DEGREASING FOLLOWED BY FINGERPRINTING REMOVAL) CLEANING PROCESS	S			12	Pvt	6-F-29	
15) 3052.05.15	PERFORM C-19 (ULTRASONIC) CLEANING PROCESS	S			12	Pvt	6-F-29	
16) 3052.05.16	PERFORM D-1 (PREPARED COMPRESSED AIR) DRYING PROCEDURES	S			12	Pvt	6-F-30	
17) 3052.05.17	PERFORM D-2 (OVEN) DRYING PROCEDURES	S			12	Pvt	6-F-30	
18) 3052.05.18	PERFORM D-3 (INFRARED LAMP) DRYING PROCEDURES	S			12	Pvt	6-F-31	
19) 3052.05.19	PERFORM D-4 (WIPING) DRYING PROCEDURES	S			12	Pvt	6-F-31	
20) 3052.05.20	PERFORM D-5 (DRAINING) DRYING PROCEDURES	S			12	Pvt	6-F-32	
21) 3052.05.21	PERFORM METHOD 10 (MECHANICAL OR PHYSICAL PROTECTION ONLY) PRESERVATION	S			12	Pvt	6-F-32	
22) 3052.05.22	PERFORM METHOD 31 (WATERPROOF RAG, SEALED) PRESERVATION	S			12	Pvt	6-F-33	
23) 3052.05.23	PERFORM METHOD 32 (CONTAINER ENCLOSED IN WATERPROOF BAG, SEALED) PRESERVATION	S			12	Pvt	6-F-34	
24) 3052.05.24	PERFORM METHOD 33 (GREASEPROOF, WATERPROOF BAG, SEALED) PRESERVATION	S			12	Pvt	6-F-34	
25) 3052.05.25	PERFORM METHOD 41 (WATER-VAPORPROOF RAG, SEALED) PRESERVATION	S			12	Pvt	6-F-35	
26) 3052.05.26	PERFORM METHOD 42 (CONTAINER, BAG, SEALED, CONTAINER) PRESERVATION	S			12	Pvt	6-F-35	
27) 3052.05.27	PERFORM METHOD 43 (FLOATING WATERPROOF BAG, SEALED) PRESERVATION	S			12	Pvt	6-F-36	
28) 3052.05.28	PERFORM METHOD 44 (RIGID CONTAINER OTHER THAN ALL METAL, SEALED) PRESERVATION	S			12	Pvt	6-F-37	
29) 3052.05.29	PERFORM METHOD 51 (CUSHIONED ITEM, WATERPROOF BAG, SEALED) PRESERVATION	S			12	Pvt	6-F-37	
30) 3052.05.30	PERFORM METHOD 52 (CONTAINER, WATERPROOF BAG, SEALED, CONTAINER) PRESERVATION	S			12	Pvt	6-F-38	

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
31)	3052.05.31	PERFORM METHOD 53 (FLOATING WATERPROOF RAG, SEALED) PRESERVATION		S		12	Pvt	6-F-39	
32)	3052.05.32	PERFORM METHOD 54 (RIGID CONTAINER OTHER THAN ALL METAL, SEALED) PRESERVATION	S			12	Pvt	6-F-39	
33)	3052.05.33	PERFORM METHOD 55 (RIGID METAL CONTAINER, SEALED) PRESERVATION	S			12	Pvt	6-F-40	
34)	3052.05.34	PERFORM LEVEL A PACKAGING		S		12	Pvt	6-F-41	
35)	3052.05.35	PERFORM LEVEL B PACKAGING		S		12	Pvt	6-F-41	
36)	3052.05.36	PERFORM LEVEL C PACKAGING		S		12	Pvt	6-F-42	
37)	3052.05.37	PERFORM ELECTROSTATIC DISCHARGE PACKAGING		S		12	Pvt	6-F-43	
38)	3052.05.38	PRESERVE MOTOR VEHICLES	S			12	Pvt	6-F-43	
39)	3052.05.39	PRESERVE/PACKAGE MOTOR VEHICLE COLLATERAL EQUIPMENT	S			12	Pvt	6-F-44	
DUTY AREA 06 - MATERIAL PACKAGING									
1)	3052.06.01	FABRICATE CASE LINER	S			36	Pvt	6-F-45	
2)	3052.06.02	PREPARE PROTECTIVE BARRIERS	S			36	Pvt	6-F-45	
3)	3052.06.03	INSTALL CUSHIONING IN THE SHIPPING CONTAINER		S		36	Pvt	6-F-45	
4)	3052.06.04	FABRICATE AN INTERIOR SHROUD	S			36	Pvt	6-F-46	
5)	3052.06.05	INSTALL BLOCKING IN THE SHIPPING CONTAINER		S		36	Pvt	6-F-47	
6)	3052.06.06	INSTALL BRACING IN THE SHIPPING CONTAINER		S		36	Pvt	6-F-47	
7)	3052.06.07	SEAL BARRIER MATERIAL	S			36	Pvt	6-F-47	
DUTY AREA 07 - PREPARATION FOR SHIPMENT FUNCTIONS									
1)	3052.07.01	WATERPROOF SHIPPING CONTAINERS	S			36	Pvt	6-F-49	
2)	3052.07.02	SEAL FIBERBOARD SHIPPING CONTAINERS		S		36	Pvt	6-F-49	
3)	3052.07.03	STRAP FIBERBOARD/WOOD SHIPPING CONTAINERS		S		36	Pvt	6-F-49	
4)	3052.07.04	WEIGH AND CUBE SHIPPING CONTAINERS		S		36	Pvt	6-F-50	
5)	3052.07.05	FABRICATE MARKING STENCILS	S			36	Pvt	6-F-50	
6)	3052.07.06	PREPARE SHIPPER'S DECLARATION FOR DANGEROUS GOODS FORM		S		12	Sgt	6-F-51	
7)	3052.07.07	PREPARE PERISHABLE LABELS (DD FORMS 1502,1502.1,1502.2)		S		12	Sgt	6-F-51	
8)	3052.07.08	MARK SHIPPING CONTAINERS	S			36	Pvt	6-F-52	
9)	3052.07.09	ESTABLISH CHAIN OF CUSTODY PROCEDURES			S	36	SSgt	6-F-52	
10)	3052.07.10	PALLETIZE SHIPPING CONTAINERS		S		36	Pvt	6-F-53	
11)	3052.07.11	ENSURE HAZARDOUS MATERIALS ARE PACKED IN APPROPRIATE APPROPRIATE CONTAINERS	S			12	Sgt	6-F-53	

ENCLOSURE (3)

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSS containing the same task title.

<u>TASK TITLE</u>	<u>COMMON TASK NUMBERS</u>	
DIRECT PROCESSING OF ADDITIONAL DEMANDS.	3002.01.03	3010.02.02
SUPERVISE MAINTENANCE OF REQUISITION RECORDS/FILES.	3002.01.05	3010.02.04
SUPERVISE THE PROCESSING OF OPEN PURCHASE REQUESTS.	3002.02.01	3010.02.01
SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE.	3002.03.07	3010.03.01
PREPARE ANNUAL BUDGET.	3002.04.01	3043.04.02
PREPARE MIDYEAR REVIEW.	3002.04.03	3010.01.03
MAINTAIN FISCAL ACCOUNTABILITY.	3002.04.04	3010.01.04
CONDUCT ANNUAL CLOSEOUT.	3002.04.05	3010.01.05
MANAGE THE REPORTING OF CONTROLLED ITEMS.	3002.05.03	3010.04.02
INSTITUTE INVENTORY CONTROLS.	3002.05.04	3010.04.03
SUPERVISE ACCOUNTING CONTROLS FOR BULK PETROLEUM.	3002.05.07	3010.04.05
MANAGE THE RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (RASP).	3002.05.19	3010.03.06
DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATION.	3002.06.04	3051.09.09
SUPERVISE TRAINING OF SUPPLY PERSONNEL.	3002.07.01 3043.02.03	3010.01.02 3051.03.10
MAINTAIN LETTERS OF APPOINTMENT AND REVOCATION.	3002.08.03	3043.01.07
INFORM COMMANDING OFFICER OF STATUS OF SUPPLY OPERATION.	3002.08.07	3010.05.03
MAINTAIN AUTOMATED SUPPLY SYSTEM/MAINFRAME FILES.	3002.08.10	3010.05.05

ENCLOSURE (4)

TASK TITLE	COMMON TASK NUMBERS	
MANAGE INDIVIDUAL CLOTHING RECORDS.	3002.08.11	3010.05.06
DIRECT INTERMEDIATE STORAGE OPERATIONS.	3002.09.01	3010.08.06
SUPERVISE STORAGE OPERATIONS.	3010.03.02	3051.03.03
COMPLETE AND MAINTAIN SUBSIDIARY RECORDS FOR NONISSUED SERIALIZED ITEMS.	3010.05.01	3043.07.22
PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS.	3043.05.01	3051.01.09
MAINTAIN CHESTS, KITS, SETS, OR ASSEMBLIES.	3043.07.01	3051.02.07
PERFORM PERSONAL EFFECTS CONTROL PROCEDURES.	3043.07.02	3051.04.13
PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE.	3043.10.10	3051.09.10
SUPERVISE RECEIVING OPERATIONS.	3051.03.01	3052.02.05
SUPERVISE EMBARKATION PROCEDURES.	3051.03.16	3052.02.14

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes four categories of training support by ITS for the entire OccFld:

Appendix A: Training Materiel

Appendix B: Current MCIs

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: References

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

ENCLOSURE (5)

MCO 1510.73B
31 OCT 97

TRAINING MATERIEL

DOES NOT APPLY TO THIS ORDER.

5-A-1

Appendix A to
ENCLOSURE (5)

MCO 1510.73B
31 OCT 97

CURRENT MCI PUBLICATIONS

DOES NOT APPLY TO THIS ORDER.

5-B-1

Appendix B to
ENCLOSURE (5)

MCO 1510.73B
31 OCT 97

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

Appendix C to
ENCLOSURE (5)

5-C-1

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should readily available and provide the detailed procedures for accomplishing the task. This Section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

REFERENCES	TASK NUMBERS
ADABAS Error Messages	3043.10.26
AFSC PUB-1	3002.06.07
AIT Equipment Operators Manual	3043.07.36
Computer Equipment User's Guide	3044.03.01
DOD FAR Supplement, Parts 8.7006-1 through 8.7018	3044.04.08
Data Entry Maintenance Level Procedures	3043.10.27
Federal Acquisition Regulations	3043.08.01 3043.08.02 3043.08.03 3043.08.04
LOGMARS User's Manual	3051.06.09 3051.06.10 3051.06.11 3051.06.12
MAGTF LOB AIR SYSTEMS PROGRAM	3043.07.36
MIL STD 147	3052.07.10
MIL-B-12841	3052.05.39
MIL-E-17555	3052.05.37
MIL-L-10547	3052.07.01
MIL-STD-281A	3052.05.38
MIL-V-62038	3052.05.38
Manufacturer's Manual	3052.03.09

REFERENCES	TASK NUMBERS
Manufacturer's Operating Instructions	3052.03.08
Multiple virtual storage MVS error messages	3043.10.26
NAVSUP Publication 529	3051.03.09
Natural Security Manual	3043.10.27
OSHA Manual	3051.01.05
OSHA Regulations	3052.02.09
Stockage Computation DMFT Manual	3043.10.20
TI-5104-15/2A	3002.05.19 3010.03.06 3010.08.02
Top Secret Security (TSS) Manual	3043.10.27
WSS User's Manual	3051.06.09 3051.06.10
ALMAR 225/95, CMC message of Aug 95	3043.07.19 3043.07.19
ASTM D4727, Corrugated and Solid Fiberboard Sheet Rock (container grade) and Cut Shapes	3052.04.04
ASTM D5118/D5118M, Fabrication of Fiberboard Shipping Boxes	3052.04.04
ASTM D5168, Fabrication and Closure of Triple-Wall Corrugated Fiberboard Containers	3052.04.04
BUMEDINST 6700.16, Controlled Medical and Dental Material	3002.05.18 3043.07.33 3051.04.10
CFR 29, Occupational Safety & Health Standards for General Industry (1910)	3002.05.16 3043.05.05
CFR TITLE 49, Transportation	3052.01.01 3052.02.09 3052.07.06 3052.07.11
DLA HANDBOOK, Defense Logistics Agency Customer Service Handbook	3002.01.12 3002.09.13
DOD 4000.19-R, Interservice & Governmental Support	3043.01.09 3043.04.05
DOD 4000.25-1-M, Military Standard Requisitioning Issue Procedures (MILSTRIP)	3043.07.27

REFERENCES	TASK NUMBERS	
DOD 4140.1-R, DOD Material Management Regulation	3043.10.11	
DOD 4140.26-M, Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)	3043.07.27	
DOD 4140.27-M, Shelf-Life Item Management Manual	3043.05.05	
DOD 4145.19-R-1, Storage and Materials Handling	3002.03.03	3002.03.04
	3002.03.06	3002.03.07
	3002.05.04	3002.06.06
	3002.09.01	3010.03.01
	3010.03.02	3010.03.03
	3010.03.05	3010.04.03
	3010.08.02	3010.08.03
	3010.08.06	3043.01.07
	3043.05.05	3051.01.02
	3051.01.04	3051.01.05
	3051.01.14	3051.03.01
	3051.03.02	3051.03.03
	3051.03.04	3051.03.05
	3051.03.06	3051.03.08
	3051.03.09	3051.03.11
	3051.03.12	3051.03.13
	3051.03.14	3051.04.01
	3051.04.02	3051.04.03
	3051.04.05	3051.04.09
	3051.04.11	3051.04.12
	3051.04.14	3051.05.01
	3051.05.02	3051.05.03
	3051.05.04	3051.05.07
	3051.05.08	3051.06.01
	3051.06.02	3051.06.03
	3051.06.04	3051.06.05
	3051.07.01	3051.08.01
	3051.08.02	3051.08.03
	3051.08.04	3051.08.05
	3051.08.06	3051.08.08
	3051.08.09	3051.08.10
	3051.09.01	3051.09.02
	3051.09.03	3051.09.04
	3051.09.05	3051.09.06
	3051.09.07	3052.02.01
	3052.02.02	3052.02.05
	3052.02.10	3052.02.11
	3052.03.08	3052.07.10
DOD 4160.21-M, Defense Reutilization and Marketing Manual	3010.03.04	3043.05.05
DOD 6055.1, DOD, Occupational Safety & Health (OSH) Program	3002.03.04	3051.01.05
DOD 7000.14-R, Financial Management Regulation	3002.04.01	3002.04.02
	3002.04.04	3002.04.05
	3002.08.03	3002.08.04
	3002.08.12	3010.01.04
	3010.01.05	3043.01.06
	3043.01.07	3043.08.07
	3043.09.01	3043.09.03
	3043.09.04	
DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations	3044.01.03	3044.01.04
	3044.01.11	3044.02.01
	3044.04.01	3044.04.06
	3044.04.09	3044.05.03
FAR, Federal Acquisition Regulations	3043.01.09	3044.01.01
	3044.01.04	3044.01.05
	3044.01.06	3044.01.09
	3044.01.10	3044.01.12
	3044.01.13	3044.02.01
	3044.04.01	3044.04.04
	3044.04.05	3044.04.06
	3044.04.09	3044.05.01
	3044.05.02	3044.05.04
	3044.05.05	3044.05.06
	3044.05.07	
FEDLOG, Federal Logistic Data on Compact Disk	3043.05.05	3043.10.13

REFERENCES	TASK NUMBERS	
FM 100-15, Larger Units Operations	3002.06.01	3010.01.06
FMFM 3-1, Command and Staff	3002.06.12	
FMFM 4-1, Combat Service Support Operations	3002.06.01	3002.06.03
	3002.06.04	3002.06.05
	3002.06.07	3002.06.08
	3002.06.12	3010.01.06
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	3051.01.16	3051.09.05
	3051.09.06	3051.09.09
	3052.03.05	
FMFM 4-2, Amphibious Embarkation	3051.03.16	3051.09.01
	3051.09.02	3051.09.04
	3051.09.05	3051.09.06
	3052.02.14	
GSA CONTRACT, GSA CONTRACT NUMBER 23F94031	3043.08.11	
IATA, International Air Transportation Association	3052.01.01	3052.02.09
	3052.07.06	3052.07.11
ICAO, International Civil Aviation Organization	3052.01.01	3052.02.09
	3052.07.06	3052.07.11
IMDG, International Maritime Dangerous Goods	3052.01.01	3052.02.09
	3052.07.06	3052.07.11
JAGINST 5800.7C, JUDGE ADVOCATE GENERAL MANUAL	3043.07.20	
JOINT PUB 3-0, Doctrine for Joint Operations	3002.06.07	
JOINT PUB 4-0, Doctrine for Logistics Support of Joint Operations	3002.06.07	
JOINT PUB 5-3.1, Joint Operation Planning and Execution System Vol. I (Planning, Policy & Procedures)	3002.06.07	
JOPEs MANUAL, Joint Operation Planning and Execution System	3002.06.08	
LOTUS 1-2-3, LOTUS 1-2-3 Manual	3043.10.22	
LOTUS APPROACH, LOTUS Approach Manual	3043.10.22	
MAGTF II MANUAL, MAGTF II User's Manual and Data Dictionary	3002.06.08	
MCBUL 10110, Subsistence Bulletin	3002.05.01	
MCBUL 10120, Clothing Allowance for Enlisted Personnel	3043.06.01	3043.06.02

REFERENCES	TASK NUMBERS	
MCBUL 3000 SERIES, Table of MARES Reportable Equipment	3010.04.01 3043.03.07	3043.02.02 3043.07.34
MCO 10110.40B, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations	3002.04.02 3043.03.06 3043.09.01	3002.05.01 3043.05.04 3051.04.15
MCO 11240.106A, Garrison Mobile Equipment	3010.08.02 3010.08.04	3010.08.03
MCO 1533.6, DEV MGT ACQUISITION ICW COR INTR	3043.07.33	
MCO 1553.3, Marine Corps Unit Training Management	3002.07.01 3043.02.03	3010.01.02 3051.03.10
MCO 1610.12, USMC Counseling Program	3043.02.03	3051.03.10
MCO 2410.2A, Electromagnetic Environmental	3002.05.17	3002.09.16
MCO 4105.1B, Weapon System Management in the USMC	3002.09.15	
MCO 4140.5, USMC Shelf Life Program	3043.05.05	
MCO 4225.2K, Musical Instruments Accy Account	3043.07.33	
MCO 4225.7, Supply POL for USMC	3002.05.18	
MCO 4340.1A, Reporting Missing/Lost/Stolen/Recovered Government Property	3002.05.05	3043.07.07
MCO 4400.105C, Radioactive Commodities DOD System	3010.08.02	
MCO 4400.154, Religious Ministry Supplies and Equipment	3002.05.18	3043.07.33
MCO 4400.16G, Uniform Material Movement Issue and Priority System (UMMIPS)	3002.01.04 3010.02.03 3043.10.09	3002.06.04 3043.06.18 3051.09.09
MCO 4400.170, Control and Accounting for Petroleum and Related Prod	3002.05.07 3043.07.31	3043.07.30
MCO 4400.172A, Table of Equipment Allowance Change	3002.01.09 3043.07.09 3043.07.13	3002.01.10 3043.07.12 3043.07.14
MCO 4450.12, Storage and Handling of Hazardous Materials	3043.05.05 3052.03.08	3051.04.09

REFERENCES	TASK NUMBERS	
MCO 4450.13, Joint Regulation for Material Quality Control Storage Standards	3043.05.05	
MCO 4450.14, JSM for Storage & Materials Handling	3010.08.03 3051.04.09 3052.03.08	3043.05.05 3052,02.01 3052.07.10
MCO 5212.5C, Records Disposition Manual	3002.04.04	3010.01.04
MCO 5370.3E, Standards of Conduct & Government Ethics	3044.01.13	
MCO 8010.1D, Class V(W) Supply	3043.07.28	
MCO 8020.10, USMC Ammunition and Explosive Safety Policy	3002.05.13	
MCO 8300.1C, USMC Serialized Control of Small Arms System	3002.05.10 3043.07.05	3043.02.01
MCO 8373.2E, Authorized Allowance Maintenance & Accounting Rifle/Pistol	3002.05.18	3043.07.33
MCO P10110.14L, Food Service Standing Operating Procedures	3002.05.01 3043.05.04 3043.09.03	3043.03.06 3043.09.01 3043.09.04
MCO P10120.28F, Individual Clothing Regulations	3002.08.11 3043.06.01 3051.07.04	3010.05.06 3043.06.02
MCO P10120.34B, Clothing/Textile Requirement Data	3043.06.01	3043.06.02
MCO P11000.11A, Real Property Facility Manual Vol VIII	3002,05.19	3010.03.06
MCO P1700.27, MWR Policy Manual	3043.05.02	
MCO P3000.11B, Marine Corps Automated Readiness Evaluation System (MARES) Policy Manual	3010.04.01	3043.03.07
MCO P3000.13B, USMC SORTS SOP	3043.03.07	
MCO P3000.18, Marine Corps Planner's Manual	3002.06.07 3002.06.09 3010.07.06 3043.07.35 3051.09.10	3002.06.08 3002.06.12 3043.03.08 3043.10.10
MCO P3040.4C, MARCORCASPROCHAN	3043.07.02	3051.04.13
MCO P4030.19G, Preparation of Hazardous Material for Military Air Shipments	3002.05.16 3052.02.09	3052.01.01 3052.07.06

REFERENCES	TASK NUMBERS	
MCO P4030.21C, Packaging Material Packing Vol II	3051.03.02	3051.09.01
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	3043.09.02	3043.09.03
	3043.09.04	3043.10.13
	3043.10.29	3051.01.03
	3051.01.06	3051.01.07
	3051.01.08	3051.01.09
	3051.01.10	3051.01.11
	3051.01.13	3051.01.17
	3051.02.01	3051.02.03
	3051.02.05	3051.02.06
	3051.02.07	3051.03.01
	3051.03.04	3051.03.05
	3051.03.10	3051.03.14
	3051.03.15	3051.04.05
	3051.04.06	3051.04.08
	3051.04.10	3051.04.14
	3051.05.02	3051.05.05
	3051.05.06	3051.06.01
	3051.06.02	3051.08.07
	3052.02.03	3052.02.08
UM 4400-15, Organic Property Control	3002.01.04	3002.01.08
	3002.02.01	3002.03.05
	3002.05.03	3002.05.04
	3002.05.09	3002.05.11
	3002.05.12	3002.05.13
	3002.08.01	3002.08.02
	3002.08.03	3002.08.04
	3002.08.05	3002.08.07
	3002.08.08	3002.08.12
	3010.02.01	3010.02.03
	3010.02.07	3010.04.02
	3010.04.03	3010.05.01
	3010.05.03	3010.05.04
	3043.01.01	3043.01.02
	3043.01.05	3043.01.06
	3043.01.07	3043.01.08
	3043.02.01	3043.02.03
	3043.03.06	3043.05.03
	3043.05.04	3043.06.03
	3043.06.06	3043.06.15
	3043.06.18	3043.07.01
	3043.07.03	3043.07.04
	3043.07.05	3043.07.06
	3043.07.08	3043.07.11
	3043.07.22	3043.07.26
	3043.07.27	3043.07.28
	3043.09.02	3043.09.03
	3043.09.04	3043.10.03
	3051.01.03	3051.01.07
	3051.01.12	3051.01.13
	3051.02.01	3051.02.02
	3051.02.05	3051.02.06
	3051.02.07	3051.03.10
	3051.04.06	3051.04.15
	3051.05.06	3051.07.03
	3051.07.04	3052.02.13
	3052.07.09	
UM 4400-170, Electronic Point of Sales	3010.04.05	3043.10.31
UM 4400-60, Material Returns Program	3002.09.02	3010.07.04
	3010.09.08	3043.02.01
	3043.02.03	3043.10.03
	3051.03.10	
UM 4400.76, DSSC Data Entry	3002.09.17	3043.10.12
UM 4790-5, MIMMS (AIS) Field Users Manual	3002.01.03	3002.01.06
	3002.01.07	3010.02.02
	3010.02.05	3010.02.06
	3043.02.02	3043.05.01
	3043.06.05	3043.06.07
	3043.06.09	3043.06.10
	3043.06.11	3043.06.14
	3043.06.15	3043.06.16
	3043.06.17	3043.06.19
	3051.01.09	
UM-4400-71, Data Control	3002.09.01	3010.08.02
	3010.08.03	3010.08.04
	3010.08.06	

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).
2. Format. For each ITS, the following elements of information are provided:
 - a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.
 - b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.
 - c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.
 - d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.
 - e. REFERENCES. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.
 - f. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.
 - g. INITIAL TRAINING SETTING. All ITSs are assigned an Initial Training Setting that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).
 - h. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*).
 - i. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.
 - j. CURRENT MCI(S) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

ENCLOSURE (6)

MOS 3002, GROUND SUPPLY OFFICER

DUTY AREA 01 - REQUIREMENTS DETERMINATION

TASK: 3002.01.01 MONITOR PUBLICATION LISTING FOR THE UNIT SUPPLY SECTION

CONDITION(S): Given the supply section's publication listing (PL), NAVMC 2761, local Standing Operating Procedures (SOP), and the reference.

STANDARD(S): The publication listing will be appropriately reviewed and validated. Publications will be on hand or on order.

PERFORMANCE STEPS:

1. Direct a review of the PL at least annually.
2. Verify results of the PL review.
3. Direct the order of missing publications.
4. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO P5600.31G, Marine Corps Publication and Printing Regulations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Reg By (2ndLt)

TASK: 3002.01.02 SUPERVISE REQUISITIONS OF REQUIRED PUBLICATIONS

CONDITION(S): Given unit's publication requisitions, local publication requisition SOP, and the reference.

STANDARD(S): All requested publications will be on order through the appropriate source of supply.

PERFORMANCE STEPS:

1. Review the reference.
2. Review pending requisitions.
3. Initiate corrective action with unit publication control point and resubmit requisition denials to resolve the discrepancies.
4. Verify corrective action is accomplished.
5. Conduct periodic review per current directives.

REFERENCE(S):

1. MCO P5600.31G, Marine Corps Publication and Printing Regulations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (2ndLt)

TASK: 3002.01.03 DIRECT PROCESSING OF ADDITIONAL DEMANDS

CONDITION(S): Given an additional demand, requirements to repair/replace components of end items, maintenance order, maintenance part request, SL-3/4 as applicable, and the references.

STANDARD(S): Additional demands will be accurately processed for the unit.

PERFORMANCE STEPS:

1. Verify that technical research has been conducted.
2. Verify that additional demands have been accurately processed.
3. Verify that maintenance orders have been appropriately approved and opened.
4. Verify that maintenance part requests have been accurately processed.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)

Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (2ndLt)

TASK: 3002.01.04 COMPLY WITH UNIFORM MATERIAL MOVEMENT ISSUE AND PRIORITY SYSTEM

CONDITION(S): Given a Document Control File, Unit Performance Report, access to Force/Activity Designator (FAD), Urgency of Need Designator (UND), and the references.

STANDARD(S): Priority assignments are made in strict compliance with actual UND requirements which are processed within the specified time frame.

PERFORMANCE STEPS:

1. Ensure priorities are assigned based on the actual UND.
2. Ensure written guidance is provided regarding appropriate utilization of the priority system.
3. Identify priority abuse.

4. Ensure the corrective action is accomplished.

REFERENCE(S):

1. MCO 4400.16G, Uniform Material Movement Issue and Priority System (UMMIPS)
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (2ndLt)

TASK: 3002.01.05 SUPERVISE MAINTENANCE OF REQUISITION RECORDS/FILES

CONDITION(S): Given a maintenance order demands list, maintenance part request, Additional Demands List (ADL), Document Control File, daily maintenance transaction list, the maintenance records status files, a pending requisition file and the references.

STANDARD(S): Reconciliations are conducted every two weeks with supported customers, problems are resolved, and required transactions are processed in a timely manner.

PERFORMANCE STEPS:

1. Schedule and verify that reconciliations are conducted every 2 weeks with supported customers.
2. Validate that all problems are resolved and necessary cancellation, follow-up, discrepancies in shipment, or modification actions are initiated as required.
3. Evaluate outcome of reconciliations.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)

Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

Maintenance Records Status Files - DPR (Daily Process Report)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

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ENCLOSURE (6)

TASK: 3002.01.06 SUPERVISE THE UPDATE OF THE DAILY PROCESS REPORT WITH SUPPORTING DOCUMENTATION

CONDITION(S): Given source documents, the daily maintenance transactions list, the maintenance records status files, the maintenance order, and the references.

STANDARD(S): The maintenance records status files are maintained current, complete, and free of errors.

PERFORMANCE STEPS:

1. Ensure the daily maintenance transactions list and maintenance records status files are reviewed daily to ensure all transactions are processed and that errors are corrected and reinducted.
2. Ensure the maintenance order is compared with the maintenance records status files to check for discrepancies.
3. Ensure that any discrepancies are corrected.

REFERENCE(S):

1. NCO P4790.2C, MIMMS Field Procedures Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Daily Maintenance Transactions List - DTL (Daily Transaction Listing)

Maintenance Records Status Files - DPR (Daily Process Report)

Maintenance Order - ERO (Equipment Repair Order)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (2ndLt)

TASK: 3002.01.07 RESOLVE DAILY MAINTENANCE TRANSACTIONS LIST

CONDITION(S): Given a daily maintenance transaction list, the references, maintenance order, maintenance part request, and maintenance records status files.

STANDARD(S): The daily maintenance transactions list is maintained current, complete, and free of supply related errors.

PERFORMANCE STEPS:

1. Verify that pending maintenance orders on the daily maintenance transactions list have been reconciled and processed on the maintenance records status files.
2. Ensure transactions to correct errors have been submitted.

3. Ensure reconciliations with commodities are performed.
4. Conduct periodic reviews per current directives.

REFERENCE(S) :

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Daily Maintenance Transaction List - DTL
(Daily Transaction Listing)

Maintenance Order - ERO (Equipment Repair Order)

Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

Maintenance Records Status Files - DPR (Daily Process Report)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

TASK: 3002.01.08 SUPERVISE THE RECONCILIATION OF THE MATERIAL OBLIGATION
VALIDATION (MOV) WITH THE INTERMEDIATE SUPPLY LEVEL

CONDITION(S): Given an MOV, Document Control File, MOV reconciliation
schedule, and the references.

STANDARD(S): All requisitions are validated with the Intermediate Supply
Level on a quarterly basis.

PERFORMANCE STEPS:

1. Reconcile all requirements against the MOV.
2. Validate the annotation of the appropriate listings/documents.
3. Comply with quarterly MOV requirements.

REFERENCE(S) :

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.01.09 MANAGE UNIT ALLOWANCES

CONDITION(S): Given a Table of Organization (T/O), an Equipment Allowance File (EAF), a Table of Equipment (T/E), a Table of Authorized Material (TAM), Special Allowance authorization letters, and the references.

STANDARD(S): Equipment allowances will be accurately determined and managed on the unit's records.

PERFORMANCE STEPS:

1. Compute weapon and individual equipment allowances per the unit T/O.
2. Reconcile the organic property listing with the EAF.
3. Load all authorized allowances and special allowances to the Organic Property Listing.
4. Conduct corrective action on organic property listing allowances when required.

REFERENCE(S):

1. MCO 4400.172A, Table of Equipment Allowance Change
2. MCO P4400.150D, Consumer Level Supply Manual
3. NAVMC 1017, Table of Authorized Material
4. UM 4400-120, Asset Tracking for Logistics Supply System
5. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24)
Req By (2ndLt)

TASK: 3002.01.10 SUBMIT REQUESTS FOR MODIFICATIONS OF ALLOWANCES (MOA'S)

CONDITION(S): Given a requirement to adjust unit allowances, allowance data furnished by the Equipment Allowance File (EAF), the unit's Table of Organization (T/O), special allowance authorization, Type 2 authorized allowances, and the references.

STANDARD(S): The unit's accountable records will accurately reflect Type 1 and 2 allowances established by the EAF, unit T/O, special allowances authorization, and Type 2 authorized allowances. An MOA must be submitted to change unit allowance quantities.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile EAF, T/O, Type 2, and special allowances to quantities listed on the allowance field of the accountable record.
3. Identify and correct discrepancies.

4. Induct allowance transactions to correct disparities.
5. Submit MOA for allowance increases or decreases.

REFERENCE(S):

1. MCO 4400.172A, Table of Equipment allowance Change
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.01.11 REVIEW DOCUMENT CONTROL FILE EXTRACTS

CONDITION(S): Given a Document Control File and the references.

STANDARD(S): Document Control File and Additional Demands Listing (ADL)
will be maintained current, complete, and free of errors.

PERFORMANCE STEPS:

1. Verify that Document Control File, ADL, and the references.
2. Verify that discrepancies are corrected through the use of various
ATLASS management reports.
3. Verify that Document Control File and ADL are maintained as
required.
4. Provide timely follow-up action.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.01.12 AUDIT THE REPORT OF DISCREPANCY

CONDITION(S): Given a requirement to submit a Report of Discrepancy (ROD),
SF 364 (ROD), Defense Logistics Agency internet connectivity, and the
references.

STANDARD(S): Ensure the SF 364 is accurately completed and submitted per
the references.

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PERFORMANCE STEPS:

1. Review the references.
2. Determine the type of discrepancy,
3. Determine the distribution of ROD.
4. Audit the prepared SF 364 (if required) for accuracy.
5. Monitor use of on-line ROD submission to Defense Logistics Agency.

REFERENCE(S):

1. DLA HANDBOOK, Defense Logistics Agency Customer Service Handbook
2. SECNAVINST 4355.18, Reporting of Item and Packaging Discrepancies
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

Appendix A to
ENCLOSURE (6)

DUTY AREA 02 - PROCUREMENT

TASK: 3002.02.01 SUPERVISE THE PROCESSING OF OPEN PURCHASE REQUESTS

CONDITION(S): Given the report for purchase action for supplies and/or services, and the International Merchants Purchase Authorization Card (IMPAC) credit card and the references.

STANDARD(S): Open purchase requests will be processed per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Initiate the purchase request document.
3. Maintain adequate purchase files.
4. Perform follow-up action when required.
5. Properly receipt for supplies/services.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. MCO P7000.14K, Marine Corps Cost Factors Manual
3. MCO P7300.20, SABRS Financial Procedures Manual
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

TASK: 3002.02.02 MANAGE PROCUREMENT OF SUPPLIES FROM THE DIRECT SUPPORT STOCK CONTROL (DSSC) SECTION

CONDITION(S): Given a Self-Service catalog/microfiche, fiscal logbook, pending file, self-service credit card, the necessary technical data, media and status reports, and the references.

STANDARD(S): Only valid items/quantities of self-service supplies are purchased. Records are properly maintained.

PERFORMANCE STEPS:

1. Review the local DSSC procedures.
2. Verify letters of delegation of authority are signed, submitted, approved, and maintained on file.

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3. Validate requirements.
4. Perform technical research.
5. Verify that sufficient funding is available.
6. Establish procedures to issue, receive, and secure credit cards.
7. Verify fiscal obligations are recorded and receipts are filed in the pending document file.
8. Verify that fiscal reconciliations are performed between the pending document file and the material and services reports.
9. Maintain accountability for sufficient forms.

REFERENCE(S):

1. MCO P4400.76A, DSSC Manual
2. MCC, P7300.20, SABRS Financial Procedures Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

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DUTY AREA 03 - STORAGE

TASK: 3002.03.01 SUPERVISE CONTROL OF INDIVIDUAL EQUIPMENT

CONDITION(S): Given accountable assets, locator decks, individual equipment issue point, Individual Memorandum Receipts (NAVMC 10577/local automated equipment records), and the references.

STANDARD(S): All individual equipment is properly maintained, issued, and accounted for.

PERFORMANCE STEPS:

1. Maintain adequate issue point security.
2. Verify serviceability of issue point stocks.
3. Verify that all individual equipment is properly issued and subcustodied on Individual Memorandum Receipts (IMR) or appropriate automated system records.
4. Verify that IMRs (or substitute system records) are reconciled with the unit alpha roster on a monthly basis.
5. Conduct inventories as required.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4450.7E, Marine Corps Warehousing Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Reg By (2ndLt)

TASK: 3002.03.02 ESTABLISH PERSONAL EFFECTS CONTROLS

CONDITION(s): Given personnel accounting for personal effects, current morning reports, and the references.

STANDARD(S): Personal effects will be properly accounted for and records will be kept current and complete.

PERFORMANCE STEPS:

1. Verify that personal effects inventories are conducted when required within the time frames established in the references.
2. Verify that the inventory, storage, and disposition of personal effects are conducted per the references.

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REFERENCE (3)

1. MCO P4050.38B, Personal Effects and Baggage Manual
2. MCO P4400.150D, Consumer Level Supply Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.03.03 MONITOR MAINTENANCE OF STORED ASSETS

CONDITION(S): Given accountable assets, locator files, pending maintenance orders, and the references.

STANDARD(S): All nonissued supply system stock is maintained in a serviceable, ready-to-issue condition.

PERFORMANCE STEPS:

1. Verify that all items received for storage are serviceable.
2. Direct disposal actions.
3. Safeguard material from deterioration.
4. Inspect facility for infestation.
5. Direct maintenance procedures.
6. Direct reconciliation of pending maintenance orders with the supporting maintenance facility on a periodic basis.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (2ndLt)

TASK: 3002.03.04 MONITOR WAREHOUSE SAFETY PROCEDURES

CONDITION(S): Given access to a warehouse, a list of supplies stored in the warehouse, and the references.

STANDARD(S): Safety requirements will be established to ensure a safe and manageable warehouse.

PERFORMANCE STEPS:

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ENCLOSURE (6)

1. Verify that supplies are stored within the warehouse to meet applicable safety requirements by type.
2. Ensure adequate Material Handling Equipment (MHE) availability.
3. Ensure material compatibility.
4. Ensure use of safety equipment such as helmets and sound suppressors.
5. Ensure equipment is being used safely.
6. Establish policy to ensure warehouse spills are cleaned up immediately and that hazardous material spills are reported to higher authority.
7. Ensure adequacy of fire safety equipment, and assign personnel to man the equipment in case of fire.
8. Ensure aisle widths are adequate to allow for personnel and equipment traffic to enter and exit warehouse.
9. Ensure all warehouse personnel are trained on safety procedures.

REFERENCE(S) :

1. DOD 4145.19-R-1, Storage and Materials Handling
2. DOD 6055.1, DOD, Occupational Safety & Health (OSH) Program
3. OSHA MANUAL, Occupational Safety and Health Agency Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (2ndLt)

TASK: 3002.03.05 MAINTAIN SUBSIDIARY RECORDS FOR NONISSUED SERIALIZED ITEMS

CONDITION(S): Given serialized and highly pilferable items and the references.

STANDARD(S): Subsidiary records are filled out and filed on all nonissued serialized and highly pilferable items.

PERFORMANCE STEPS:

1. Review the references.
2. Inventory nonissued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried.
4. Maintain Consolidated Memorandum Receipt (CMR), if applicable.

REFERENCE(S) :

1. MCO P4400.150D, Consumer Level Supply Manual

2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

ADMINISTRATIVE INSTRUCTIONS: A unit may use a CMR account for the warehouse for accountability; however, the supply officer remains responsible for assets in the warehouse.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (2ndLt)

TASK: 3002.03.06 DIRECT DISPOSAL OF DAMAGED OR DETERIORATED SUPPLIES AND EQUIPMENT

CONDITION(S): Given unserviceable material description and references.

STANDARD(S): Disposal of unserviceable material will be made per the reference.

PERFORMANCE STEPS:

1. Validate unserviceability and/or recoverability.
2. Supervise turn-in to local Defense Regional Marketing Office.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (2ndLt)

TASK: 3002.03.07 SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE

CONDITION(S): Given the references, mission objectives, and operation plan.

STANDARD(S): The field warehouse is properly located, constructed, and laid out. Field warehouse provides adequate storage, security, drainage, and ventilation.

PERFORMANCE STEPS:

1. Determine warehouse site.
2. Plan the layout of the field warehouse to meet the needs of the deployed supply unit.
3. Supervise the construction to ensure that the warehouse provides adequate storage, security, drainage, and ventilation per the references.
4. Note deviations from procedures established by the references.
5. Initiate corrective action on noted deviations.

REFERENCE(S) :

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCC, P4450.7E, Marine Corps Warehousing Manual
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (2ndLt)

Appendix A to
ENCLOSURE (6)

DUTY AREA 04 - FINANCIAL MANAGEMENT

TASK: 3002.04.01 PREPARE ANNUAL BUDGET

CONDITION(S): Given local budget guidance from the comptroller, commodity manager's budgetary needs, fund administrator management reports, past spending history, previous years annual and midyear budget, budget documentation, and the references.

STANDARD(S): Annual budget is prepared and submitted.

PERFORMANCE STEPS:

1. Review local budget guidance.
2. Collect and review all historical and current information affecting the budget.
3. Construct a trial budget.
4. Hold an internal budget meeting with unit commodity managers.
5. Receive feedback from unity commodity managers.
6. Construct an actual budget with information gathered.
7. Select, prioritize, and justify funding deficiencies.
8. Obtain commanding officer's approval and submit budget.

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P7100.8K, Field Budget Guidance Manual
3. MCO P7300.20, SABRS Financial Procedures Manual
4. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual

ADMINISTRATIVE INSTRUCTIONS: Budget preparation should consider unit training plan to exercise costs not covered by Comptroller for reimbursement purposes.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

TASK: 3002.04.02 EXECUTE BUDGET/SPENDING PLAN

CONDITION(S): Given a funding authorization, source documents, material and services reports, fund administrator management reports, and the references.

STANDARD(S): Funds are expended per the budget submitted.

PERFORMANCE STEPS:

1. Review the budget.
2. Verify source documents.
3. Record fiscal obligations and file receipts in the pending document file.
4. Verify that obligations and expenditures do not exceed the authorizations.
5. Perform fiscal reconciliation between the pending document file, media and status reports, and fund administrator management reports.

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO 10110.40B, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
3. MCO P7100.8K, Field Budget Guidance Manual
4. MCO P7300.20, SABRS Financial Procedures Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.04.03 PREPARE MIDYEAR REVIEW

CONDITION(S): Given budget guidance, a current budget, usage data, projected requirements, previous year's budget, and the reference.

STANDARD(S): Evaluate current budget/spending plan to ensure adequate funds are available to support mission requirements through the end of the fiscal year. Identify any excesses and deficiencies that exist and forward rebudgeting recommendations to the commanding officer for consideration.

PERFORMANCE STEPS:

1. Review current fiscal year budget, usage data, projected requirements, and previous year's operational budget to determine unfunded requirements.
2. Prepare and submit midyear review per the reference and local guidance.

REFERENCE(S):

1. MCO P7100.8K, Field Budget Guidance Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

TASK: 3002.04.04 MAINTAIN FISCAL ACCOUNTABILITY

CONDITION(S): Given budget guidance, a current budget, weekly available balance reports, media and status reports, fund administrator management reports, fiscal logbook, pending and completed fiscal files, and the references.

STANDARD(S): Financial resources are correctly accounted for and records maintained.

PERFORMANCE STEPS:

1. Maintain fiscal logbook (manual or automated) with each fiscal debit, credit, or adjustment recorded properly.
2. Maintain current fiscal files.
3. Ensure reconciliation is performed between Standard Accounting, Budgeting, and Reporting System (SABRS) and Supported Activities Supply System/Asset Tracking for Logistic and Supply System (SASSY/ATLASS) files and all discrepancies noted and corrected.
4. Submit and maintain all required fiscal reports.

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO 5212.5C, Records Disposition Manual
3. MCO P7100.8K, Field Budget Guidance Manual
4. MCO P7300.20, SABRS Financial Procedures Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Reg By (2ndLt)

TASK: 3002.04.05 CONDUCT ANNUAL CLOSEOUT

CONDITION(S): Given local closeout guidance from the comptroller, fund administrator management reports, material and services reports, unfunded requirements, an approved budget, year-end spending plan, outstanding obligations, and the references.

STANDARD(S): Obligation percentages will be met per the budget/spending plan.

PERFORMANCE STEPS:

1. Review guidance from comptroller.
2. Collect, review, and submit all known end-of-year spending requirements.
3. Verify obligation percentages are met per the budget/spending plan.
4. Verify that results from closeout are submitted to higher headquarters.

REFERENCE (S) :

1. DOD 7000.14-R, Financial Management Regulation

2. MCO P7100.8K, Field Budget Guidance Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

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DUTY AREA 05 - PROPERTY ACCOUNTABILITY

TASK: 3002.05.01 DIRECT PACKAGED OPERATIONAL RATIONS (PORS) ACCOUNTABILITY PROCEDURES

CONDITION(S): Given a using unit supply section, NAVMC 708 cards, NAVMC 713 cards, Paid Supernumerary Ration Register, Meal Record Signature Sheet, and the references.

STANDARD(S): PORS are managed and records are maintained per established orders.

PERFORMANCE STEPS:

1. Manage PORS through the use of Stock Record and Inventory Control Card (NAVMC 708).
2. Supervise the accounting for PORS by date of pack and lot number by utilizing NAVMC 713 cards or other approved system.
3. Maintain appropriate documentation on file in support of all adjustments to the accounting records.
4. Direct PORS be sold at rates promulgated through MCBUL 10110 ALMAR message.
5. Coordinate POR inspections as required.
6. Conduct periodic review per current directives.

REFERENCE(S):

1. MCBUL 10110, Subsistence Bulletin
2. MCO 10110.40B, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
3. MCO P10110.14L, Food Service Standing Operating Procedures
4. MCO P4400.150D, Consumer Level Supply Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

TASK: 3002.05.02 RESOLVE SUPPLY RELATED MARINE CORPS AUTOMATED READINESS EVALUATION

SYSTEM (MARES) REPORTING PROBLEMS

CONDITION(S): Given an Equipment Allowance File (EAF), noted supply discrepancies on maintenance readiness reports, organic property listing, and the references.

STANDARD(S): MARES reports reflect accurate and current information.

PERFORMANCE STEPS:

1. Validate that allowances and assets are current.

2. Coordinate supply related MARES problems with the Maintenance Management Officer.
3. Identify source of discrepancies.
4. Verify that corrective action has been taken on discrepancies.
5. Verify that items on MARES reports are annotated with current supply status.

REFERENCE(S) :

1. MCO P4400.150D, Consumer Level Supply Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Reg
By (2ndLt)

TASK: 3002.05.03 MANAGE THE REPORTING OF CONTROLLED ITEMS

CONDITION(S): Given a requirement to account for controlled items, organic property listing, Stock Record and Inventory Control Cards (NAVMC 708), Consolidated Asset Listing (CAL), Letters of Unserviceable Property (LUP), Controlled Item Reconciliation Reports, Recoverable Items Report (WIRs), and the references.

STANDARD(S): All controlled items are properly managed and correctly reported.

PERFORMANCE STEPS:

1. Identify all items with a Controlled Item Code (CIC) of A through I.
2. Submit the appropriate reports per the references for all transactions that process against a National Stock Number (NSN) having a CIC of A through I.
3. Brief, review, and update the commanding officer's letter designating those T/E items assigned CIC Code 2 for local security/control at least annually.
4. Conduct periodic review per current directives.

REFERENCE(S) :

1. MCO P4400.82F, MUMMS Control Item Management Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Reg
By (2ndLt)

TASK: 3002.05.04 INSTITUTE INVENTORY CONTROLS

Appendix A to
ENCLOSURE (6)

CONDITION(S): Given the references and a consumer level supply operation responsible for managing Critical Low Density (CLD) stocks, a Reparable issue Point (RIP), operating stocks, and allowance items.

STANDARD(S): Account for all on-hand allowance items and operating stocks.

PERFORMANCE STEPS:

1. Supervise the conduct of physical inventories of on-hand allowances items and operating stocks.
2. Conduct causative research for variances as required.
3. Initiate requests for investigative action as required.
4. Initiate inventory adjustments/forward requests for inventory adjustments as required.
5. Maintain stock locator system.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.150D, Consumer Level Supply Manual
3. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
4. UM 4400-120, Asset Tracking for Logistics Supply System
5. UM 4400-123, FMF SASSY Management Unit Procedures
6. UM 4400-124, SASSY Using Units Procedures
7. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.05.05 DIRECT PREPARATION OF MISSING/LOST/STOLEN/RECOVERED
(MLSR) REPORT

CONDITION(S): Given the loss/gain of regulated/controlled/sensitive/ordnance items of Government property and the references.

STANDARD(S): MLSR reports will be initiated as required via higher headquarters and in a timely manner.

PERFORMANCE STEPS:

1. Direct the preparation and submission of MLSRs per current directives.
2. Submit "supplemental" and "final" MLSR reports as required.
3. Initiate and voucher appropriate gain/loss transactions as required.

4. File MLSRs as per the directives.

REFERENCE(S):

1. MCO 4340.1A, Reporting Missing/Lost/Stolen/Recovered Government Property
2. MCO P4400.150D, Consumer Level Supply Manual
3. SECNAVINST 5500.4G, Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

TASK: 3002.05.06 MONITOR THE ROLLBACK OF EXCESS MATERIAL

CONDITION(S): Given a Balance Analysis Report, a Unit Performance Report, unit operating stock listing, a list of excess material to be rolled back, appropriate disposition instructions, and the references.

STANDARD(S): Excess material will be rolled back (D7P) as required.

PERFORMANCE STEPS:

1. Review management reports.
2. Identify excess material.
3. Supervise the induction of D7P transactions.
4. Verify disposition of excess gear.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.05.07 SUPERVISE ACCOUNTING CONTROLS FOR BULK PETROLEUM

CONDITION(S): Given a requirement to manage bulk petroleum, NAVMC 708 cards, local automated records, supporting documentation, and the references.

STANDARD(S): Bulk petroleum is received, stored, and issued properly.

PERFORMANCE STEPS:

1. Verify that all bulk petroleum is properly accounted for.
2. Ensure all supporting documentation which affects the accountable balance is on file.
3. Verify that inventories and appropriate adjustments are conducted as required.
4. Verify that bulk petroleum is stored properly, with adequate security.
5. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO 4400.170, Control and Accounting for Petroleum and Related Prod
2. OPNAV 4020.25A, Controlling and Accounting for Ground Fuels

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (2ndLt)

TASK: 3002.05.08 VALIDATE THE ORGANIC PROPERTY LISTING

CONDITION(S): Given an Equipment Allowance File (EAF), Money Value Gain/Loss Report, pending transaction file, Additional Demands List (ADL), organic property listing, and the references.

STANDARD(S): The organic property listing is maintained current, complete, and free of errors.

PERFORMANCE STEPS:

1. Review organic property listing and supporting documentation.
2. Verify that correct allowances are loaded on organic property listing.
3. Verify that transactions affecting on-hand quantities are processed accurately and in a timely manner.
4. Verify that supporting documentation is on file for all transactions which affect the accountable balance.
5. Verify that excesses are reported and disposed of properly.
6. Verify that shortages are on order or reported as unfunded deficiencies.
7. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System

3. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Organic Property Listing - MAL (Mechanized Allowance List)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

TASK: 3002.05.09 SUPERVISE THE MAINTENANCE OF RESPONSIBLE OFFICER (RO) ACCOUNTS

CONDITION(S): Given Responsible Officer Accounts, "MAL/CMR/SER RECON," Equipment Custody Record (ECR) Cards (NAVMC 10359), Stock Record and Inventory Cards (NAVMC 708), Custody Receipt Control Records (NAVMC 713), pending transactions, supporting documentation, and the references.

STANDARD(S): Responsible Officer accounts will be established and maintained properly.

PERFORMANCE STEPS:

1. Verify that responsible officers are appointed in writing by the commanding officer.
2. Verify that all changes for allowances/on-hand quantities are posted to responsible officer accounts and appropriate transactions submitted in a timely manner.
3. Direct that responsible officers be forwarded two copies of their accounting records for reconciliation, or upon change of responsible officer.
4. Direct that all discrepancies be reconciled with the responsible officer.
5. Verify that adjustments to property records are processed per current directives.
6. Ensure that reconciled responsible officer account records, transactions meeting vouchering criteria, and supporting documentation are filed per the reference.
7. Coordinate efforts to appoint new responsible officers.
8. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (2ndLt)

TASK: 3002.05.10 MAINTAIN SMALL ARMS REPORT

CONDITION(S): Given a requirement to manage serialized small arms, organic property listing, Serialized Small Arms Report, supporting documentation, Consolidated Memorandum Receipts, and the references.

STANDARD(S): To ensure it is current, complete and free of errors, and the report is reconciled, verified, and returned to Naval Surface Warfighting Center Division (NAVSURFWARCENDIV), Crane, Indiana within 45 days of receipt.

PERFORMANCE STEPS:

1. Direct that the Serialized Small Arms Report is reconciled, verified, and returned.
2. Sign the certification page of the Serialized Small Arms Report.
3. Forward the report to the commanding officer for signature.
4. Verify that a copy is maintained on-hand.
5. Verify that all changes to serialized small arms inventory are reported to NAVSURFWARCENDIV, Crane, Indiana immediately as they occur.
6. Conduct period reviews per current directives.

REFERENCE(S):

1. MCO 8300.1C, USHC Serialized Control of Small Arms System
2. MCO P4400.150D, Consumer Level Supply Manual

ADMINISTRATIVE INSTRUCTIONS: Organic Property Listing - MAL (Mechanized Allowance List)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Reg By (2ndLt)

TASK: 3002.05.11 COMPLY WITH INVESTIGATION PROCEDURES

CONDITION(S): Given a requirement to initiate investigative action and the references.

STANDARD(S): As required to determine the facts related to the loss, damage, or destruction of Government property to determine fault or negligence.

PERFORMANCE STEPS:

1. Ensure that the request for investigation is submitted to the commanding officer/convening authority, via the supply officer, within 5 days of an occurrence or request.
2. Endorse the request for investigation and clarify any ambiguities.

3. Review the investigation package to verify that all requests for extensions and subsequent approvals are included.
4. Ensure property is disposed of as directed and carry out any other recommendations of the Investigating Officer that are approved by the convening authority.
5. Certify and correctly annotate the report of investigation.
6. Retain a signed copy of approved report of investigation in the voucher file for a period of 5 years.
7. Conduct a periodic review per current directives.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.05.12 MAINTAIN TEMPORARY LOAN FILES

CONDITION(S): Given a requirement for the temporary loan of assets, Equipment Custody Records (NAVMC 10394), automated records, and the references.

STANDARD(S): To ensure personnel authorized by the commanding officer return equipment on time and in a serviceable condition.

PERFORMANCE STEPS:

1. Verify that proper authorization is provided prior to initiating temporary loans.
2. Verify that temporary loans are issued using NAVMC 10394 or through approved automated methods.
3. Restrict loans of organic property to no more than 30 days unless authorized by the appropriate higher authority.
4. Verify that at the expiration of the temporary loan period, items are recovered or the loan has been extended.
5. Conduct periodic review per current directives.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures

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3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.05.13 DIRECT AMMUNITION CONTROL PROCEDURES

CONDITION(S): Given NAVMC 10774s, the unit's Table of Organization, and Table of Equipment, appropriate audit trail documents, and the references.

STANDARD(S): So that ammunition allowances, requisitions, and accounting records are managed per the references.

PERFORMANCE STEPS:

1. Verify that ammunition requisitions are properly prepared.
2. Establish proper accountability for ammunition.
3. Conduct periodic reviews per current directives.
4. Maintain Notification of Ammunition Reclassifications (NARS) messages.

REFERENCE(S):

1. MCO 8020.10, USMC Ammunition and Explosive Safety Policy
2. MCO P8011.4H, USMC Table of Allowance for Ammunition
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (18)
Req By (2ndLt)

TASK: 3002.05.14 MANAGE LOCAL ALLOWANCE ITEMS

CONDITION(S): Given expendable locally purchased items, gas cyclinders, SL-3 Using Unit Responsible Items (UURI), preexpended bin items, special tools, chevrons, small arms cleaning equipment, batteries, garrison storage equipment, and the references.

STANDARD(S): To properly maintain accountability.

PERFORMANCE STEPS:

1. Verify accountability for all nonexpendable locally procured items of equipment.
2. Verify that gases/gas cyclinders are properly accounted for and requisitioned.
3. Verify that blank controlled forms are properly accounted for and requisitioned.
4. Validate accountability for all SL-3 UURI items of equipment.

5. Validate accountability for all Pre-Expended Bin items.
6. Validate accountability for all special tools.
7. Validate accountability for all chevrons.
8. Validate accountability for all batteries.
9. Validate accountability for all garrison storage equipment.
10. Validate accountability for all garrison property valued over \$300.00.
11. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (2ndLt)

TASK: 3002.05.15 SUPERVISE REDISTRIBUTION OF EQUIPMENT

CONDITION(S): Given on-hand assets, allowance documents, unit organic property listing, Document Control File, and the references.

STANDARD(S): So that assets on hand or on order greater than the authorized allowance are redistributed, disposed of, or the requisition is cancelled per current directives.

PERFORMANCE STEPS:

1. Validate excess equipment reflected on the organic property listing is actually on hand.
2. Review associated pending Document Control File requisitions.
3. Report excess equipment and submit a Request for Disposition (WIR) to COMMARCORLOGBASES via local commands.
4. Submit appropriate transactions to adjust the file.
5. Coordinate redistribution of COMSEC equipment through the CMS Custodian.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.82F, MUMMS Control Item Management Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures

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ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS: Organic Property Listing - MAL (Mechanized Allowance List)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

TASK: 3002.05.16 MANAGE HAZARDOUS MATERIAL

CONDITION(S): Given a requirement to requisition, store, and dispose of hazardous material, and the references.

STANDARD(S): Per established orders from time of requisition to final disposition.

PERFORMANCE STEPS:

1. Review the references.
2. Identify hazardous material content.
3. Process requisitions.
4. Properly receipt for and store hazardous materials from the source of supply.
5. Ensure empty hazardous material containers are returned to the authorized central control point or disposal activity.

REFERENCE(S):

1. CFR 29, Occupational Safety & Health Standards for General Industry (1910)
2. MCO P4030.19G, Preparation of Hazardous Material for Military Air Shipments
3. MCO P5090.2, Environmental Compliance and Protection Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (2ndLt)

TASK: 3002.05.17 MONITOR ELECTROSTATIC DISCHARGE (ESD) SENSITIVE DEVICES DURING HANDLING, STORAGE, AND TRANSPORTATION

CONDITION(S): Provided ESD sensitive devices, ESD protection materials, ESD labels, applicable technical research devices, and the references.

STANDARD(S): To protect ESD sensitive devices from damage as per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify materials requiring ESD protection.
3. Perform actions necessary to protect ESD sensitive devices.

REFERENCE(S) :

1. MCO 2410.2A, Electromagnetic Environmental
2. SI-4400-15/1A, Marine Corps Supply Instructions
3. TI-4400-15/1, Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
4. TM 9406-15, Grounding Procedures
5. TM-9999-15/1, ESD Awareness Electro-Static Discharge
6. TM-9999-15/2, Electrostatic Discharge (ESD) Management

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (2ndLt)

TASK: 3002.05.18 MAINTAIN CONTROL OF MISCELLANEOUS SUPPLIES

CONDITION(S): Given on-hand stocks of miscellaneous supplies and the references.

STANDARD(S): In a ready-for-issue condition per applicable directives.

PERFORMANCE STEPS:

1. Review the references.
2. Maintain accountability for supplies specified.
3. Maintain supplies in a ready-for-issue condition, to include categories below:
 - a. Rifle and pistol team equipment.
 - b. Junior Reserve Officer Training Corps (JROTC) equipment.
 - c. Medical and dental equipment.
 - d. Marine heraldic items.
 - e. Musical instruments.
 - f. Chaplin supplies.

REFERENCE(S) :

1. BUMEDINST 6700.16, Controlled Medical and Dental Material
2. MCO 4225.7, Supply POL for USMC
3. MCO 4400.154, Religious Ministry Supplies and Equipment
4. MCO 8373.2E, Authorized Allowance Maintenance & Accounting Rifle/Pistol

5. OPNAV 4790.2E, The Naval Aviation Maintenance Program

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (2ndLt)

TASK: 3002.05.19 MANAGE THE RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (RASP)

CONDITION(S): Given the requirement to control devices containing radioactive materials (other than liquids) in a nondispersible form (unless gaseous) and the references.

STANDARD(S): Properly per the references.

PERFORMANCE STEPS:

1. Supervise the inventory of tritium-containing devices.
2. Provide appropriate material for the handling of tritium-containing devices.
3. Establish and maintain a RASP,
4. Provide appropriate radiation instruction.
5. Publish and maintain local standing operating procedures for RASP.
6. Coordinate storage of tritium-containing devices with local fire department personnel per current directives.

REFERENCE(S):

1. TI-5104-15/2A
2. MCO P11000.11A, Real Property Facility Manual Vol VIII
3. MCO P4400.105C, Radioactive Commodities DOD System

ADMINISTRATIVE INSTRUCTIONS: Radiological instruction should cover the following areas:
emergency procedures, contamination control, personnel decontamination, incident reporting, transportation of devices, shipping and receiving activity responsibilities, packaging devices, storing devices, inventorying devices, security of devices, maintenance of devices, and markings/warnings for devices.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (Capt)

DUTY AREA 06 - DEPLOYED OPERATIONS

TASK: 3002.06.01 UTILIZE COMBAT SERVICE SUPPORT CONCEPTS IN PLANNING

CONDITION(S): Given the deployment of a Marine Air-Ground Task Force (MAGTF), mission objectives, and the references.

STANDARD(S): To properly plan and support the combat service support requirements of the MAGTF.

PERFORMANCE STEPS:

1. Identify combat service support objectives in support of the mission.
2. Identify combat service support functional areas required to support mission objectives.
3. Provide guidance as to combat service support available within established Combat Service Support Element (CSSE) organization.
4. Provide input for required type of combat service support installation to support mission objectives.
5. Use the principles of combat service support in developing the combat service support mission objectives.
6. Verify that the combat service support mission objectives coincide with the MAGTF mission.
7. Identify and coordinate combat service support plans with the main CSSE controlling agency.
8. Provide appropriate input to establishment of the Tactical Logistics Group.

REFERENCE(S):

1. FM 100-15, Larger Units Operations
2. FMFM 4-1, Combat Service Support Operations
3. OH 4-1, Operator Handbook for Logistics

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.06.02 UTILIZE MARITIME PREPOSITIONING FORCE (MPF) OPERATION
CONCEPTS IN EARNING

CONDITION(S): Given an initiating directive, an MPF assigned unit, and the reference.

STANDARD(S): To provide input to the MPF operation plan that effectively incorporates procedures established by the references to support assigned units.

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ENCLOSURE (6)

PERFORMANCE STEPS:

1. Review the references.
2. Review the initiating directive.
3. Utilize appropriate MPF concepts and procedures in developing functional input to the operation plan.

REFERENCE(S):

1. OH 1-5, Maritime Prepositioning Force (MPF) Operations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (2ndLt)

TASK: 3002.06.03 CONDUCT SUPPLY SUPPORT OPERATIONS FOR A CSSE

CONDITION(S): Given a unit deploying with a Marine Air-Ground Task Force (MAGTF), operation order, local standing operating procedures, and the references.

STANDARD(S): Which properly plan, establish and execute supply support to the MAGTF.

PERFORMANCE STEPS:

1. Review the seven functions of supply.
2. Review the different level of logistic support.
3. Review the two supply distribution methods.
4. Review the two supply replenishment systems known as push/pull.
5. Review the 10 classes of supply.
6. Review the assigned support missions.
7. Verify that the supported units' Equipment Density Lists have been obtained and reviewed.
8. Verify that Operation Deployment Contingency repair parts/supply blocks have been established, prepared for embarkation and resupply procedures instituted as required.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.06.04 DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATION

CONDITION(S): Given the amount of supplies available, ability to transport supplies, supply priority established by the unit, and the references.

STANDARD(S): To conform to established priority and concept of operations/mission objectives. The plan will include guidelines for issue, storage, disposal, and transportation of all classes of supply.

PERFORMANCE STEPS:

1. Review the references.
2. Write the supply support plan.
3. Ensure compliance with the references, mission objectives, and concept of operations.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. MCO 4400.16G, Uniform Material Movement Issue and Priority System (UMMIPS)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Maj)

TASK: 3002.06.05 PLAN COMBAT SUPPLY SUPPORT OPERATIONS

CONDITION(S): Provided with the Commander's Planning Guidance, courses of action, list of available unit assets, Commander's Course of Action Decision, concept of operations, and the references.

STANDARD(S): To effectively support the concept of operations and mission objectives. The combat service support plan must include a Combat Service Support Estimate in the operation order.

PERFORMANCE STEPS:

1. Analyze the Commanders Planning Guidance.
2. Analyze the courses of action.
3. Conduct appropriate staff liaison.
4. Provide input to the Combat Service Support Estimate.
5. Analyze the Commander's Decision and concept of operations.
6. Provide input to the combat service support concept of operations.
7. Supervise the execution of all supply related missions.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations

INITIAL TRAINING SETTING: Formal School (preliminary) Sustainment (12)
Req By (Capt)

TASK: 3002.06.06 MONITOR PREPARATION OF SUPPLIES FOR EMBARK

CONDITION(S): Given an embarkation order and the references.

STANDARD(S): To ensure field warehousing containers are on hand and in a serviceable condition and ready for embark upon receipt of a deployment order.

PERFORMANCE STEPS:

1. Coordinate embark equipment with unit embark officer.
2. Verify that the processing of supplies and equipment for a deploying unit meet the requirements specified in the embarkation order.
3. Verify that all supplies and equipment are inspected for quantity, preparation for shipment, and serviceability.
4. Ensure that field warehousing containers are marked with the correct tactical and location markings.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (2ndLt)

TASK: 3002.06.07 PLAN COMBAT SERVICE SUPPORT OPERATIONS IN A JOINT/COMBINED ENVIRONMENT

CONDITION(s): Given a concept of operations, various logistic/supply capabilities within the theater of operations, and the references.

STANDARD(S): Which support the Joint Task Force Commander's concept of operations and will include an Estimate of Supportability and a combat service support concept of operations.

PERFORMANCE STEPS:

1. Analyze commander's concept of operations.
2. Balance theater deployment and sustainment requirements with logistics/supply capabilities.
3. Provide input to joint/combined logistics estimate/concept of operations to

include consideration for theater Combat Service Support Activity locations, infrastructure, wartime host nation support, mutual logistics support, and interservice support agreements.

REFERENCE(S) :

1. AFSC PUB-1
2. FMFM 4-1, Combat Service Support Operations
3. JOINT PUB 3-0, Doctrine for Joint Operations
4. JOINT PUB 4-0, Doctrine for Logistics Support of Joint Operations
5. JOINT PUB 5-3.1, Joint Operation Planning and Execution System Vol. I (Planning, Policy & Procedures)
6. MCO P3000,18, Marine Corps Planner's Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Capt)

TASK: 3002.06.08 SUPERVISE OPERATION OF MARINE AIR GROUND TASK FORCE (MAGTF) II, LOGISTICAL AUTOMATED INFORMATION SYSTEMS (LOGAIS) COMBAT SERVICE SUPPORT FUNCTIONS

CONDITION(S): Given a MAGTF II/LOGAIS family of systems, JCS/CINC mission tasking/operation plan or operation order, a tailored force structure, phasing parameters, consumption factors, and the references.

STANDARD(S): To ensure all MAGTF II/LOGAIS combat service support data remains accurate and mutually integrated throughout the system and provide support as dictated by the mission tasking.

PERFORMANCE STEPS:

1. Analyze the mission tasking/operation plan (OPLAN) or operation order (OPORD), phasing parameters, and consumption factors.
2. Review and process relevant Joint Operation Planning and Execution System (JOPES) and Global Command and Control System (GCCS) data, formerly the World Wide Military Command and Control System (WWMCCS).
3. Review and process appropriate Time Phased Force Deployment Data (TPFDD).
4. Determine combat service support requirements for the mission.
5. Direct processing of MAGTF II/LOGAIS combat service data.
6. Verify processed data is accurate and integrated within the system.
7. Direct appropriate database maintenance.
8. Verify data supports the combat service support mission requirements.

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ENCLOSURE (6)

9. Reconcile relevant MAGTF II/LOGAIS reports.

REFERENCE (S) :

1. FMFM 4-1, Combat Service Support Operations
2. JOPES MANUAL, Joint Operation Planning and Execution System
3. MAGTF II MANUAL, MAGTF II User's Manual and Data Dictionary
4. MCO P3000.18, Marine Corps Planner's Manual
5. MDSS II MANUAL, MDSS II User's Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Reg By (Capt)

TASK: 3002.06.09 MANAGE MAGTF WAR RESERVE MATERIALS

CONDITION(S): Given a MAGTF operation contingency, the possible requirement for War Reserve Materials, an operation order/warning order, and the references.

STANDARD(S): To effectively support the MAGTF operation and provide replacement assets as required.

PERFORMANCE STEPS:

1. Determine War Reserve Material requirements.
2. Exercise management control over storage, maintenance, and care-in-stores.
3. Review, validate, and recompute requirements for all classes of supply, excluding Class X.
4. Develop and preregister separate withdrawal plans to support specific operation plans and register them with Marine Corps Logistic Bases, Albany, GA.
5. Develop plans to distribute required prepositioned equipment.
6. Develop plans to identify, collect and account for, and reallocate Remain Behind Equipment (RBE)/Left Behind Equipment (LBE).

REFERENCE(S) :

1. MCO P3000.18, Marine Corps Planner's Manual
2. MCO P4400.39G, War Reserve Material Policy Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Maj)

TASK: 3002.06.10 SUPERVISE INSTALLATION OF PERSONAL COMPUTER EQUIPMENT
LOADED WITH ASSET TRACKING LOGISTICS AND SUPPLY SYSTEM (ATLASS) SOFTWARE

Appendix A to
ENCLOSURE (6)

CONDITION(S): Provided a personal computer loaded with ATLASS software, data diskettes/CD-ROMs, and the reference.

STANDARD(S): Which effectively satisfies all supply support requirements for the unit.

PERFORMANCE STEPS:

1. verify accountability of all personal computer components.
2. Verify proper assembly of personal computers loaded with ATLASS software.
3. Verify proper installation of ATLASS software.
4. Verify computer system configuration is correct.
5. Log onto ATLASS loaded personal computer and establish a new account and setup user profile.
6. Load new database files.
7. Provide continuous supervision of system execution.
8. Restore data from backup files.
9. Perform Rebuild/Reindex of ATLASS files.
10. Use available utilities software to restore hard drive operations.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-121, Asset Tracking for Logistics Supply System

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (2ndLt)

TASK: 3002.06.11 MANAGE MARINE CORPS WAR RESERVE SYSTEMS

CONDITION(S): Given the requirement to compute, register, and manage Marine Corps war reserve requirements and the reference.

STANDARD(S): By effectively computing, registering all war reserve requirements to support Marine Corps contingency plans.

PERFORMANCE STEPS:

1. Compute and register war reserve requirements.
2. Identify deficiencies for other war reserve material requirements to the Integrated Material Manager for which the Marine Corps is responsible.
3. Manage War Reserve Material clothing stocks for recruit depots.

4. Perform war reserve withdrawal and supportability tests.

REFERENCE(S) :

1. MCO P4400.39G, War Reserve Material Policy Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Maj)

TASK: 3002.06.12 PLAN MARITIME PREPOSITIONING FORCE (MPF) OPERATIONS

CONDITION(S): Given an MPF operation, warning order, assigned MPS/MPF composition, a designated port/beach and airfield, and the references.

STANDARD(S): To effectively support and sustain a Marine Air-Ground Task Force (MAGTF) throughout the operation, to include required plans to cover all four phases of an MPF operation.

PERFORMANCE STEPS:

1. Review the warning order and the MPF operation situation.
2. Supervise planning and preparation of the movement of units to the Aerial Port of Embarkation (APOE).
3. Plan and supervise movement of forces, equipment, and supplies to the Arrival and Assembly Area (AAA).
4. Plan and supervise the off-load and issue of supplies to supported units.
5. Plan and supervise appropriate regeneration of the MPF.

REFERENCE(S) :

1. FMFM 3-1, Command and Staff
2. FMFM 4-1, Combat Service Support Operations
3. MCO P3000.18, Marine Corps Planners Manual
4. OH 1-5, Maritime Prepositioning Force (MPF) Operations

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

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ENCLOSURE (6)

DUTY AREA 07 - TRAINING

TASK: 3002.07.01 SUPERVISE TRAINING OF SUPPLY PERSONNEL

CONDITION(S): Given personnel training records, training schedules, and the references.

STANDARD(S): To ensure personnel received appropriate skill levels and occupational training according to established standards.

PERFORMANCE STEPS:

1. Review the references.
2. Determine technical knowledge deficiencies of unit supply personnel.
3. Determine on the job and sustainment training requirements by grade and MOS.
4. Develop a training plan.
5. Develop required training materials.
6. Conduct sustainment training using published training standards.
7. Encourage use of self-directed study and assist in providing resources.
8. Monitor correction of technical knowledge deficiencies through observation and required counseling.
9. Conduct periodic reviews of training records to ensure proper training sustainment.

REFERENCE(S):

1. MCO 1553.3, Marine Corps Unit Training Management
2. MCO P4400.150D, Consumer Level Supply Manual
3. MCRP 3-OA, Unit Training Management Guide
4. MCRP 3-OB, How to Conduct Training
5. SAT USER'S GUIDE, Systems Approach to Training

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (2ndLt)

Appendix A to
ENCLOSURE (6)

DUTY AREA 08 - ADMINISTRATIVE OPERATIONS

TASK: 3002.08.01 MAINTAIN COMMANDING OFFICER CERTIFICATE OF RELIEF

CONDITION(S): Given existing commanding officer certificate of relief file and the references.

STANDARD(S): In compliance with the references, and retain files for a period not less than 5 years.

PERFORMANCE STEPS:

1. Review the references.
2. Analyze the file.
3. Identify any discrepancies.
4. Initiate corrective action to resolve the discrepancies.
5. Verify the corrective action is accomplished.
6. Conduct periodic review per current directives.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (2ndLt)

TASK: 3002.08.02 WRITE SUPPLY OFFICER'S LETTER OF CERTIFICATE OF RELIEF

CONDITION(S): Given an existing 5-year file, Table of Organization and related on-board manning levels, Table of Equipment shortages, financial status, on-going project status, supply inspection results, notice of forthcoming inspections, and the references.

STANDARD(S): To accurately reflect the present status of the supply account at the time of turnover between supply officers. The letter must be dated the date of relief and given to the relieving supply officer prior to relief of the outgoing supply officer.

PERFORMANCE STEPS:

1. Compile the necessary information.
2. Analyze unit supply office files/records to determine accuracy.
3. Draft the relief letter.

4. Verify the accuracy of the letter.
5. Date the letter as of the date of relief.
6. Provide the letter to the relieving supply officer.
7. Ensure a copy of the letter is filed in the 5-year file.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. SECNAVINST 5216.5D, Correspondence Manual
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Reg
By (2ndLt)

TASK: 3002.08.03 MAINTAIN LETTERS OF APPOINTMENT AND REVOCATION

CONDITION(S): Given access to existing letters of appointment and revocation file and the references.

STANDARD(S): In the 5-year file ensuring all letters are current and accounted for as required by the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify any discrepancies.
3. Initiate corrective action to resolve the discrepancies.
4. Verify the corrective action is accomplished.
5. Conduct periodic review per current directives.

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Reg
By (2ndLt)

TASK: 3002.08.04 MAINTAIN RESULTS OF AUDITS AND VERIFICATION

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ENCLOSURE (6)

CONDITION(S): Given access to the audit and verification file, the voucher file, and the references.

STANDARD(S): To ensure all documents are accounted for and retained in the voucher file for 5 years.

PERFORMANCE STEPS:

1. Review the references.
2. Identify any discrepancies.
3. Initiate corrective action to resolve any discrepancies.
4. Verify the corrective action is completed.
5. Conduct periodic review per current directives.

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. MCO P4400.150D, Consumer Level Supply Manual
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (2ndLt)

TASK: 3002.08.05 WRITE ENDORSEMENT ON SUPPLY OFFICER'S LETTER OF CERTIFICATION AS APPROPRIATE

CONDITION(S): Given an existing 5-year file, the supply officer's letter of certificate of relief, personnel staffing status, Table of Equipment status, financial status, project status, inspection results, notice of upcoming inspections, status of account, and the references.

STANDARD(S): Within the prescribed time-frame cited in the references and which accurately depicts the overall status of the supply account at the time of turnover.

PERFORMANCE STEPS:

1. Inspect the condition of the records, inventory results, supplies, personnel, and related matters.
2. Draft the letter.
3. Verify the accuracy of the letter.
4. Provide the letter to the commanding officer.

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ENCLOSURE (6)

REFERENCE(S) :

1. MCO P4400-150D, Consumer Level Supply Manual
2. SECNAVINST 5216.5D, Correspondence Manual
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (2ndLt)

TASK: 3002.08.06 ANALYZE BALANCE ANALYSIS REPORT

CONDITION(S): Given the balance analysis report and the references.

STANDARD(S): To properly identify and correct unit supply procedure
problem areas.

PERFORMANCE STEPS:

1. Interpret information on the balance analysis report.
2. Identify problem areas.
3. Initiate corrective action as required.
4. Verify that corrective action is accomplished.

REFERENCE(S) :

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (2ndLt)

TASK: 3002.08.07 INFORM COMMANDING OFFICER OF STATUS OF SUPPLY OPERATION

CONDITION(S): Given all documentation, such as deficiencies, status of funds,
and Money Value Gain/Loss Notices relating to the condition/status of the
supply account.

STANDARD(S): To ensure awareness of the status of the supply account.

PERFORMANCE STEPS:

1. Identify item deficiencies.
2. Identify status of funds.
3. Brief the commanding officer as required.

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ENCLOSURE (6)

REFERENCE(S) :

1. MCO P4400.150D, Consumer Level Supply Manual
2. SECNAVINST 5216.5D, Correspondence Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (2ndLt)

TASK: 3002,08.08 PREPARE UNIT FOR SUPPLY OPERATIONAL ANALYSES/INSPECTION

CONDITION(S): Given a Field Supply and Maintenance Analysis Office (FSMAO) checklist and other appropriate checklists, analyses and inspection results, an internal preliminary inspection checklist, unit SOPs, supply unit records and reports, and the references.

STANDARD(S): To ensure unit supply operations satisfy established procedures per applicable directives in support of unit mission requirements.

PERFORMANCE STEPS:

1. Review checklists and previous supply investigation/analysis/audit results.
2. Identify problem areas in supply operation.
3. Initiate corrective action on problem areas.
4. Verify that corrective actions have been taken.
5. Develop procedures to prevent repeat supply inspection discrepancies.
6. Initiate a report outlining corrective action/request for assistance for submission to higher headquarters.
7. Conduct periodic reviews per current directives.

REFERENCE(S) :

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.160A, Field Supply and Maintenance Analysis Office (FSMAO) Program
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (2ndLt)

TASK: 3002.08.09 MANAGE PERMANENT EQUIPMENT ISSUE

CONDITION(S): Given authorized on-hand stocks, eligible members, local command guidance, and the reference.

STANDARD(S): To ensure proper accountability of all equipment authorized for issue for individual end use.

PERFORMANCE STEPS:

1. Prior to issue and subsequent to review of the individual's Officer Qualification Record/Service Record Book (OQR/SRB) by the unit's administrative officer, obtain a certification verifying that no previous issues of equipment (footlockers, suitcases, wetsuits, swimmer's shoes, safety shoes, etc.) were conducted for eligible personnel.
2. Process and post the issue of equipment and obtain eligible member's acknowledgement signature of receipt of specified equipment on the certification form.
3. Provide a copy of the receipt to the unit administration officer requesting that the issue be recorded in the recipient's OQR/SRB.
4. Obtain administrative officer's certification that required entries have been made in the OQR/SRB.
5. File the certification form as required.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (2ndLt)

TASK: 3002.08.10 MAINTAIN AUTOMATED SUPPLY SYSTEM/MAINFRAME FILES

CONDITION(S): Given various automated supply system mainframe files, supporting documentation, and the references.

STANDARD(S): By reviewing associated files and verifying accuracy and retaining for specified retention periods as required by the references.

PERFORMANCE STEPS:

1. Conduct corrective action on automated supply system error and exception reports.
2. Review automated supply system history files in conjunction with mainframe voucher file to rectify discrepancies and conduct causative research.

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ENCLOSURE (6)

3. Ascertain cause of computer-generated gains.
4. Process Money Value Gain/Loss Notices and supporting documentation.
5. Use automated supply system query capability to correct edit errors, unmatched National Stock Numbers (NSN/NIIN), etc.
6. Conduct periodic reconciliation of the organic property listing and Document Control File and maintain audit trail of all adjustment transactions.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-121, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

TASK: 3002.08.11 MANAGE INDIVIDUAL CLOTHING RECORDS

CONDITION(S): Given a clothing issue funded by the Marine Corps, NAVMC 604, NAVMC 631, MCBul 10120 series, and the reference.

STANDARD(S): Which are complete, accurate, and contain commanding officer's signature. Use NAVMC 631/631A for all supplementary and Reserve replacement/initial uniform clothing issues.

PERFORMANCE STEPS:

1. Validate the requirements.
2. Validate the allowance quantities.
3. Ensure NAVMC 604s are properly prepared.
4. Verify that requisitions are submitted to appropriate sources.
5. Verify that requisitioned items are issued.
6. Verify that NAVMC 631/631As are prepared to reflect all uniform clothing issues.
7. Verify that liaison has been made with the S-1 and a copy of NAVMC 631/631A is maintained in the individual's Service Record Book.
8. Supervise deceased personnel issues as applicable.
9. Supervise Reserve clothing issues as applicable.
10. Recover Reserve clothing when applicable.

11. Conduct the annual inventory and certify its completion on the NAVMC 631/631A.

12. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO P10120.28F, Individual Clothing Regulations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (2ndLt)

TASK: 3002.08.12 VALIDATE COLLECTION AND TURN-IN OF GOVERNMENT FUNDS

CONDITION(S): Given the requirement to collect funds, an appointed authorized custodian, cash sales/request for checkage for Government property (NAVMC 6), voucher for reimbursement and/or collection (NAVCOMPT 2277), cash meal payment sheet (NAVMC 10298), accountable records, completed missing gear statement, and the references.

STANDARD(S): To ensure funds collected are accurately reflected and turned in a timely manner.

PERFORMANCE STEPS:

1. Verify that authorized custodians/audit and verification officers are properly appointed.
2. Verify that a safe has been assigned to each appointed authorized custodian for their exclusive use.
3. Verify that supporting documentation for source of funds collected is administratively correct.
4. Verify that funds are turned in to a disbursing officer within required timeframes.
5. Verify that adjustments are made to accountable balances as required.
6. Conduct periodic reviews per current directives.

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

TASK: 3002.08.13 ANALYZE THE UNIT PERFORMANCE REPORT (UPR)

MCO 1510.73B
31 OCT 97

CONDITION(S): Given a current UPR, previous performance reports, and the references.

STANDARD(S): To properly identify and correct problem areas/trends.

PERFORMANCE STEPS:

1. Interpret information on the unit performance report.
2. Identify problem areas and trends.
3. Initiate corrective action as required.
4. Verify that corrective action has been accomplished.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (2ndLt)

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6-A-50

DUTY AREA 09 - INTERMEDIATE SUPPLY SUPPORT OPERATIONS

TASK: 3002.09,01 DIRECT INTERMEDIATE STORAGE OPERATIONS

CONDITION(S): Given an intermediate storage facility, location file, relevant files/records, storage containers, various supply support materials, a contingent requirement for embarkation, and the references.

STANDARD(S): In an efficient and effective manner to satisfy established criteria set forth in current directives.

PERFORMANCE STEPS:

1. Supervise safety programs within storage facility.
2. Maintain effective space utilization within storage facilities.
3. Supervise the physical inventory process.
4. Supervise preparation for embarkation.
5. Validate location verification.
6. Maintain a physical security program.
7. Take corrective action on stock denials.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM-4400-71, Data Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Capt)

TASK; 3002.09.02 DIRECT INTERMEDIATE STOCK CONTROL OPERATIONS

CONDITION(S): Given pertinent assignment of stock control management within the SASSY Management Unit or Direct Support Stock Control Center, management files/records, and the references.

STANDARD(S): To meet customer requirements in a timely manner and per the references.

PERFORMANCE STEPS:

1. Monitor customer demand requirements.
2. Review management files and records.

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ENCLOSURE (6)

3. Establish pertinent requisitioning objectives and reorder points.
4. Direct the appropriate stock control functions.
5. Verify customer requirement is satisfied.
6. Monitor stock control functions.
7. Periodically review established requisitioning objectives and reorder points.
8. Maintain Issue Control Section.
9. Maintain Receipts Control Section.
10. Periodically execute the Item Review Process.
11. Identify Reorder Points that exceed the Economic Retention Quantity (ERQ).
12. Periodically execute Materials Return Program (MRP).

REFERENCE(S):

1. MCO P4400.76A, DSSC Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-60, Material Returns Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (Capt)

TASK: 3002.09.03 EXECUTE THE BUY REVIEW

CONDITION(S): Given the need for replenishment of operating stocks at the intermediate supply activity, stock management files/records, fiscal guidance, and the references.

STANDARD(S): To meet established stockage parameters and per current directives.

PERFORMANCE STEPS:

1. Identify operating stock replenishment requirements.
2. Review stock management files and records.
3. Review fiscal records to determine if funds are available.
4. Direct appropriate buy review action.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36) Req By (Capt)

TASK: 3002.09.04 ESTABLISH STOCK OBJECTIVES

CONDITION(S): Given pertinent duty assignment as a stock control officer within an intermediate supply activity, requirements for demand-supported items, insurance items, initial issue provisioning items, war reserve material, special requirement items, nonstandard items, and other approved operating stock, a General Account Balance File, and the references.

STANDARD(S): Which satisfy the requirements of the supported units.

PERFORMANCE STEPS:

1. Identify the requirement of the supported unit.
2. Establish pertinent requisitioning objectives and reorder points.
3. Periodically review established requisitioning objectives and reorder points.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (Capt)

TASK: 3002.09.05 SUPERVISE COMMERCIAL ITEM PROCUREMENT

CONDITION(S): Given authority to conduct commercial procurement, fiscal guidance, commercial procurement files and records, and the references.

STANDARD(S): To ensure commercial requirements are met per current directives during the procurement process.

PERFORMANCE STEPS:

1. Determine commercial support requirements.
2. Review appropriate fiscal guidance.
3. Execute procurement of commercial items.
4. Monitor the procurement process.
5. Process the receipt of the commercial item.

REFERENCE(S):

1. UM 4400-123, FNF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (Capt)

TASK: 3002.09.06 DIRECT IDENTIFICATION OF DISPOSAL OF UNSERVICEABLE ASSETS

CONDITION(S): Given inventory results, recent unit turn-in and rollbacks, and the references.

STANDARD(S): To ensure unserviceable assets are properly disposed of per current directives.

PERFORMANCE STEPS:

1. Identify unserviceable assets from inventory/turn-in/rollback.
2. Request disposition instructions.
3. Execute disposition instructions received.
4. Supervise turn-in to local Defense Reutilization Management Office.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (2ndLt)

TASK: 3002.09.07 MANAGE SECONDARY DEPOT LEVEL REPARABLES

CONDITION(S): Given the appropriate balance file, adequate funding, usage data, unit requirements, and the references.

STANDARD(S): Per the references, leading to optimum equipment readiness in support of the unit commander.

PERFORMANCE STEPS:

1. Review appropriate balance files, funding data, usage data, and the references.
2. Determine adequate stockage levels for allowance and insurance items.
3. Ensure adequate funding to maintain determined stockage levels and material readiness.
4. Establish stockage levels for allowance and insurance items within budgetary guidelines.
5. Requisition and receipt for required assets.
6. Monitor the repair cycle.
7. Direct excess reporting under Recoverable Items Program.
8. Monitor the wash-out, mean time between failure and repair rates.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual

2. MCO P4400.82F, MUMMS Control Item Management Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

TASK: 3002.09.08 MANAGE INITIAL ISSUE PROVISIONING (IIP) PROGRAM

CONDITION(S): Given pertinent draft planning data Material Fielding Plans (MFP), information from item project officer, appropriate program support data, Program Objective Memorandum (POM), Provision Program Documentation (PPD), and the references.

STANDARD(S): To effectively support anticipated equipment fielding time frames.

PERFORMANCE STEPS:

1. Review all relevant program support data, POM, PPD, and MFPs.
2. Develop initial provisioning budget/funding documentation.
3. Develop and provide warranty procedures to higher headquarters.
4. Provide concurrence/recommendations on draft planning documents.
5. Develop and coordinate draft transition plans.
6. Provide revised provisioning schedule to CMC.
7. Direct IIP issues.
8. Establish a provisioning effectiveness evaluation system.
9. Load incoming IIP data tape.
10. Establish procedures to track the attainment of IIP project.
11. Report the attainment of IIP project to higher headquarters.
12. Coordinate with Stock Control of the General Account to load proper Requisitioning Objectives (ROs) and Reorder Points (ROPs), and protected stock requirement codes to General Account Balance File.

REFERENCE(S);

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. MCO P4400.39G, War Reserve Material Policy Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (2ndLt)

TASK: 3002.09.09 DIRECT THE MATERIAL OBLIGATION VALIDATION (MOV)

CONDITION(S): Given a series of Integrated Material/Weapons system Manager (IMM) and Sources of Supply (SOS) requests for requirement validation and references.

STANDARD(S): To validate requirements to the IMM/SOS.

PERFORMANCE STEPS:

1. Run the MOV system.
2. Conduct MOV reconciliation with unit supply section.
3. Review generated exceptions.
4. Take appropriate action on generated exceptions.
5. Respond to IMM/SOS request for validation within the required timeframe.
6. Review generated Backorder Validation performance report.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6)
Reg By (2ndLt)

TASK: 3002.09.10 SUPERVISE THE DEPLOYMENT SUPPORT UNIT

CONDITION(S): Given assignment to the Deployment Support Unit of the SASSY Management Unit, the requirement to provide deployed unit support of Class IX (repair parts) and secondary reparable blocks, and the references.

STANDARD(S): By accurately maintaining all deployed unit files, deployment support blocks, and promptly processing item record adjustments.

PERFORMANCE STEPS:

1. Conduct inventory management procedures to include causative research, vouchering, and file maintenance.
2. Coordinate the running of generator packages to meet deploying unit Equipment Density Listing Class IX and secondary reparable requirements.
3. Reconcile generator package listings with the supported unit to validate and adjust the requirements recommended by the generator package.
4. Coordinate the issue of operating stock and secondary reparable blocks.

Appendix A to
ENCLOSURE (6)

5. Coordinate through the General Account the restocking of operating stock and secondary reparable blocks.
6. Conduct emergency resupply as required.
7. Coordinate the turn-in of operating stock and secondary reparable blocks issued to a designated responsible officer assigned to support the deployed units.
8. Make appropriate file adjustments.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Capt)

TASK: 3002.09.11 DIRECT AUTOMATED INFORMATION SYSTEM DATA PROCESSING

CONDITION(S): Given assignment as the operations officer with the SASSY Management Unit, the requirement to schedule SASSY updates, and the reference.

STANDARD(S): In a timely, complete, and accurate manner.

PERFORMANCE STEPS:

1. Monitor local SASSY input.
2. Conduct the cycle update.
3. Resolve update problems.
4. Distribute local SASSY output.
5. Transfer usage data between SASSY Management Units when required.
6. Conduct module changes as directed by higher headquarters.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Maj)

TASK: 3002.09.12 WRITE CLASS II PROGRAMS

CONDITION(S): Given assignment to an intermediate level supply activity, access to a mainframe computer, programming application, and the references.

STANDARD(S): Which are accurate, timely, and meet data processing requirements for the customer.

Appendix A to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Analyze user requirements and expectations.
2. Review applicable references and files.
3. Write NATURAL or SQL programs to extract required data.
4. If necessary, write or modify Job Control Language.
5. Review output with user to ensure customer requirement has been met.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. NAT-120-001, NATURAL Users Manual
3. NAT-120-060, NATURAL Error Messages Manual Version 1.2
4. SR-20-30-10, ROSCOE Terminal User Guide
5. SR-20-30-20, ROSCOE Command Reference Manual
6. SRQO-20-20, ROSCOE Handbook

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req
By (2ndLt)

TASK: 3002.09.13 SUPERVISE EMERGENCY SUPPLY OPERATIONS

CONDITION(S): Given assignment to a wholesale supply activity, a priority Military Standard Requisitioning and Issue Procedures (MILSTRIP) supply assistance message/request, and the reference.

STANDARD(S): Which effectively provide assistance to customers requesting Urgency of Need Designator "A" requisitions.

PERFORMANCE STEPS:

1. Pass priority MILSTRIP supply assistance request message to source of supply.
2. Take appropriate follow-up action to ensure source of supply makes effort to fill Urgency of Need Designator A requirements through acceleration of procurement.
3. Locate/identify possible substitute items or local procurement sources if necessary.
4. Provide appropriate status to the requisitioner based on actions taken.

REFERENCE(S):

1. DLA HANDBOOK, Defense Logistics Agency Customer Service Handbook

Appendix A to
ENCLOSURE (6)

2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Maj)

TASK: 3002.09.14 MONITOR REDISTRIBUTION OF REPARABLE ISSUE POINT ASSETS

CONDITION(S): Given assignment to a maintenance float or subfloat activity, maintenance float supporting documentation, and the references.

STANDARD(S): To ensure assets on hand or on order greater than authorized allowance are reported to the supporting COMMARCORLOGBASES per established procedures.

PERFORMANCE STEPS:

1. Review the references.
2. Validate maintenance float Due and Status File (DASF), Consolidated Asset Listing, and recomputation reports.
3. Report excess depot-level reparable to COMMARCORLOGBASES.
4. Supervise the return of nondepot reparable to the supporting General Account.
5. Ensure compliance with disposition instructions.
6. Ensure property records are adjusted properly.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. MCO P4400.82F, MUMMS Control Item Management Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

TASK: 3002.09.15 PROVIDE WHOLESALE SUPPLY SUPPORT FOR DOD AGENCIES

CONDITION(S): Given an assignment to a wholesale level supply activity as an Integrated Material/Weapon System Manager (IMM) and the reference.

STANDARD(S): To effectively manage the inventory of assigned items of equipment and weapon systems for the Marine Corps to support maximum readiness of related equipment.

PERFORMANCE STEPS:

1. Provide supply support to intermediate/direct support activities.
2. Budget inventory requirements.
3. Provide disposition instructions.

Appendix A to
ENCLOSURE (6)

4. Determine availability of spares and repair parts.
5. Budget and schedule repair requirements.
6. Maintain readiness for fielded systems.
7. Replace like Principal End Items of fielded systems.
8. Forecast, stock, store, and issue COMMARCORLOGBASES, Albany critical low density reparable items.
9. Perform weapon system and equipment management functions for delegated authority.
10. Monitor material readiness of supported functional administrators.
11. Maintain the Maintenance (Repair) Program.

REFERENCE (S) :

1. MCO 4105.1B, Weapon System Management in the USMC

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Maj)

TASK: 3002.09.16 SUPERVISE MAINTENANCE OF THE REPARABLE ISSUE POINT
ASSETS AND RECORDS

CONDITION(S): Given a reparable issue point, secondary reparables, computer processing equipment, and the references.

STANDARD(S): To ensure all secondary reparables are budgeted, requisitioned, received, stored, issued, and accounted for per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Accurately plan and budget for all reparables under the Defense Base Operation Fund (DBOF) concept.
3. Validate Maintenance Float Consolidated List authorized allowances.
4. Reconcile quantities due from maintenance sub-float activities.
5. Monitor carcass exchange credits.
6. Review the Recommended Buy List.
7. Induct requisitions for secondary reparables.
8. Screen for float assets from all available sources prior to inducting new requisitions.

9. Process Marine Corps Integrated Maintenance Management System (MIMMS) transactions for issue and repair of secondary reparableables.
10. Process receipts of secondary reparableables from all sources.
11. Review Due and Status File.
12. Identify and correct all disparities.
13. Establish sub-issue float points as required.
14. Conduct annual recomputation of secondary reparable allowances.
15. Review all edit errors and exception reports and take appropriate corrective action.
16. Reconcile MIMMS Daily Processing Report with the Consolidated Asset Listing and Due and Status File to validate all dues from repair.
17. Process requests for disposition instructions for controlled secondary reparableables.
18. Monitor packaging and handling of electro-static discharge sensitive repair parts.

REFERENCE(S) :

1. MCO 2410.2A, Electromagnetic Environmental
2. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
3. SI-4400-15/1A, Marine Corps Supply Instructions
4. TI-4400-15/1, Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
5. TM-9999-15/2, Electrostatic Discharge (ESD) Management
6. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

TASK: 3002.09.17 MONITOR RECONCILIATION OF STORES ACCOUNTING RECORDS

CONDITION(S): Given assignment to an intermediate supply activity, Class I system output, COMMARCORLOGBASES stores reconciliation listing, mainframe access, and the reference.

STANDARD(S): To validate the accuracy of stores subsystem balances.

PERFORMANCE STEPS:

1. Review the reference.

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ENCLOSURE (6)

2. Review daily output from the daily cycle.
3. Verify weekly and monthly jobs are appropriately executed.
4. Take corrective action to resolve discrepancies.

REFERENCE(S):

1. UM 4400.76, DSSC Data Entry

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

TASK: 3002.09.18 MAINTAIN UNIT MONEY VALUE GAIN/LOSS REPORT

CONDITION(S): Given Document Control File, unit operating stock listing,
Money Value Gain/Loss Notices, supporting documentation, and the references.

STANDARD(S): Which accurately reflects the proper supporting documentation
and certifications and maintain files for a period of two years.

PERFORMANCE STEPS:

1. Review Money Value Gain/Loss Notices and supporting documentation.
2. Research all computer-generated gains to ascertain cause.
3. Obtain required certification from the commanding officer.
4. Verify that Money Value Gain Loss Notice reports are maintained
per reference.
5. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (2ndLt)

Appendix A to
ENCLOSURE (6)

MOS 3010, GROUND SUPPLY OPERATIONS OFFICER

DUTY AREA 01 - MISCELLANEOUS

TASK: 3010.01.01 MONITOR ESSENTIAL PUBLICATIONS

CONDITION(S): Given a units local publication requisition Standing operating Procedures, the units Publication Listing, and the references.

STANDARD(S): To ensure all required publications are on hand.

PERFORMANCE STEPS:

1. Supervise the submission of changes to unit Publication Listing for mission essential publications when required.
2. Monitor the procedures for ensuring required publications/changes to publications are on hand.
3. Supervise the submission of NAVMC 10772s to report errors and recommended changes concerning equipment and technical publications.

REFERENCE (S) :

1. MCO P5600.31G, Marine Corps Publication and Printing Regulations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

TASK: 3010.01.02 SUPERVISE TRAINING OF SUPPLY PERSONNEL

CONDITION(S): Given personnel training records, training schedules, and the references.

STANDARD(S): To ensure training meets established standards for skill levels and occupational specialty cited in the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine technical knowledge deficiencies of unit supply personnel.
3. Determine on-the-job and sustainment training requirements by grade and MOS.
4. Develop a training plan.
5. Develop required training materials.
6. Conduct sustainment training using published training standards.
7. Promote use of self-directed study and assist in providing resources.

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ENCLOSURE (6)

8. Monitor correction of technical knowledge deficiencies through observation and required counseling.

9. Conduct periodic reviews of training records to ensure proper training sustainment.

REFERENCE(S):

1. MCO 1553.3, Marine Corps Unit Training Management
2. MCO P4400.150D, Consumer Level Supply Manual
3. SAT USER'S GUIDE, Systems Approach to Training

ADMINISTRATIVE INSTRUCTIONS: Newly selected Warrant Officers from MOS 3043 should expect to serve in their first 18 months within the various duty areas of the SMU. Currently, newly selected Warrant Officers for MOS 3051 attend the Ground Supply Officers Course (GSOC) upon completion of Warrant Officer Basic Course (WOBC). Creation of a shorter/separate course for new Warrant Officers is under review vice attendance attending the traditional GSOC. CW02-CW05 grades should attend a progressive MOS educational enhancement program.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TASK: 3010.01.03 PREPARE MIDYEAR REVIEW

CONDITION(S): Given budget guidance, a current budget, weekly available balance reports, media and status reports, fund administrator management reports, fiscal logbook, pending and completed fiscal files, and the reference.

STANDARD(S): Which identifies funding deficiencies to ensure adequate funds are available to support mission requirements throughout the remainder of the fiscal year.

PERFORMANCE STEPS:

1. Review current fiscal year budget, usage data, projected requirements, and previous year's operational budget to determine if any unfunded requirements exist.
2. Prepare and submit midyear review per local fiscal guidance and the reference.

REFERENCE(S):

1. MCO P7100.8K, Field Budget Guidance Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (WO)

TASK: 3010.01.04 MAINTAIN FISCAL ACCOUNTABILITY

CONDITION(S): Given budget guidance, a current budget, weekly available balance reports, media and status reports, fund administrator management reports, fiscal logbook, pending and completed fiscal files, and the references.

STANDARD(S): To accurately reflect financial resource expenditures.

PERFORMANCE STEPS:

1. Maintain fiscal logbook with each fiscal debit, credit, or adjustment recorded properly.
2. Maintain current fiscal files.
3. Ensure reconciliation is performed between the unit's media and status reports and fiscal files ensuring all discrepancies are noted and corrected.
4. Submit and maintain all required fiscal reports.

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO 5212.5C, Records Disposition Manual
3. MCO P7100.8K, Field Budget Guidance Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

TASK: 3010.01.05 CONDUCT ANNUAL CLOSEOUT

CONDITION(S): Given local closeout guidance from the comptroller, fund administrator's management reports, media and status reports, remaining requirements, an approved budget, year-end spending plan, outstanding obligations and the references.

STANDARD(S): Which satisfies the budget spending plan obligation rates/percentages,

PERFORMANCE STEPS:

1. Review guidance from comptroller.
2. Collect, review, and submit all known end-of-year spending requirements.
3. Verify obligation percentages are met per the budget/spending plan.
4. Verify that results from closeout are submitted to higher headquarters.

REFERENCE (S) :

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P7100.8K, Field Budget Guidance Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (WO)

TASK: 3010.01.06 UTILIZE COMBAT SERVICE SUPPORT (CSS) CONCEPTS IN PLANNING

CONDITION(S): Given deployment of a Marine Air-Ground Task Force (MAGTF), mission objectives, and the references.

STANDARD(S): To effectively plan CSS requirements for the designated landing force.

PERFORMANCE STEPS:

1. Identify CSS objectives in support of the mission.
2. Identify CSS functional areas required to support mission objectives.
3. Provide guidance as to CSS support available within established type/organization of the Combat Service Support Element.
4. Provide input for required type of CSS installation to support mission objectives.
5. Use of principles of CSS in developing the CSS mission statement.
6. Verify that CSS mission supports the MAGTF mission.
7. Identify and coordinate CSS plans with the main CSS control agency.
8. Provide appropriate input to establishment of the Tactical Logistics Group.

REFERENCE(S):

1. FM 100-15, Larger Units Operations
2. FMFM 4-1, Combat Service Support Operations

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (WO)

TASK: 3010.01.07 UTILIZE MARITIME PREPOSITIONING FORCE (MPF) OPERATIONS
CONCEPTS IN PLANNING

CONDITION(S): Given an initiating directive, an MPF assigned unit, and the references.

STANDARD(S): To effectively supply input to the MPF operation plan which incorporates concepts and procedures established by the references in support of the assigned unit.

PERFORMANCE STEPS:

1. Review the references.
2. Review the initiating directive.

3. Use appropriate MPF concepts and procedures in developing functional input to the operation plan.

REFERENCE(S):

1. OH 1-5, Maritime Prepositioning Force (MPF) Operations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

TASK: 3010.01.08 CONDUCT SUPPLY SUPPORT OPERATIONS FOR A COMBAT SERVICE
SUPPORT ELEMENT

CONDITION(S): Given a unit deploying with a Marine Air-Ground Task Force (MAGTF), the operation order, local Standing Operating Procedures, and the references.

STANDARD(S): Which provides the supply support required by the MAGTF through proper planning before, during, and after the operation.

PERFORMANCE STEPS:

1. Review the seven functions of supply.
2. Review the different levels of logistic support.
3. Review the two supply distribution methods.
4. Review the two supply replenishment systems.
5. Review the 10 classes of supply.
6. Review the assigned support missions.
7. Verify that the supported unit's Equipment Density Lists are on hand and reviewed.
8. Verify that Operational Deployment Contingency Blocks have been established and maintained.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (WO)

TASK: 3010.01.09 EXECUTE AUTOMATED INFORMATION FUNCTIONS

CONDITION(S): Given automated information equipment and Logistics Application of Automated Markings and Records System (LOGMARS), automated supply system, MAGTF

Deployment Support System (MDSS II), and a scenario requiring labeling, inventorying, and receipting requirements, Standing Operating Procedures, and the references.

STANDARD(S): Which properly account for all equipment.

PERFORMANCE STEPS:

1. Review the references.
2. Produce required equipment labels.
3. Attach labels to equipment.
4. Configure automated information equipment with the required system.
5. Scan equipment with automated information equipment.
6. Download data from automated information equipment.
7. Review reports to ensure proper posting of equipment scanned.
8. Execute corrective action as required.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

TASK: 3010.01.10 COORDINATE PHYSICAL INVENTORY PROCEDURES

CONDITION(S): Given the requirement to conduct a physical inventory of material at the intermediate level of supply (i.e. General Account/Reparable Issue Points), automated data processing equipment, local Standing Operating Procedures, and the references.

STANDARD(S): With the required functional sections at the intermediate supply level prior to conducting the physical inventory.

PERFORMANCE STEPS:

1. Review the references.
2. Direct operation sections to produce management reports/files prior to and during the physical inventory.
3. Supervise Storage Operations, Inventory Section/Reparable Issue Points in conducting the physical inventory process,
4. Monitor the submission of required inventory adjustment transactions and voucher requirements.

REFERENCE (S) :

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual

2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Reg
By (WO)

Appendix 8 to
ENCLOSURE (6)

6-B-7

DUTY AREA 02 - REQUIREMENTS DETERMINATION

TASK: 3010.02.01 SUPERVISE THE PROCESSING OF OPEN PURCHASE REQUESTS

CONDITION(S): Given the request for purchase action for supplies and/or services and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Initiate the purchase request document.
3. Maintain adequate purchase files.
4. Perform follow-up action when required.
5. Properly receipt for supplies/services.

REFERENCE (S) :

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. MCO P7000.14K, Marine Corps Cost Factors Manual
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (WO)

TASK: 3010.02,02 DIRECT PROCESSING OF ADDITIONAL DEMANDS

CONDITION(S): Given an additional demand, requirement to repair/replace components of end item, maintenance order, maintenance part request, SL-3/4 as applicable, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Verify that technical research has been conducted.
2. Verify that additional demands have been accurately processed.
3. Verify that maintenance orders have been appropriately approved and opened.
4. Verify that maintenance part requests have been accurately processed.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)

Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Reg By (WO)

TASK: 3010.02.03 COMPLY WITH UNIFORM MATERIAL MOVEMENT ISSUE AND PRIORITY SYSTEM (UMMIPS)

CONDITION(S): Given a Document Control File, Unit Performance Report, access to Force/Activity Designator (F/AD), Urgency of Need Designator (UND), and the references.

STANDARD(S): To meet the requirements of the actual urgency of need time frame.

PERFORMANCE STEPS:

1. Ensure that priorities are assigned based on the actual UND.
2. Ensure written guidance is provided regarding appropriate utilization of the priority system.
3. Identify priority abuse.
4. Ensure the corrective action is accomplished.

REFERENCE(S);

1. MCO 4400.16G, Uniform Material Movement Issue and Priority System (UMMIPS)
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Reg By (WO)

TASK: 3010.02.04 SUPERVISE MAINTENANCE OF REQUISITION RECORDS/FILES

Appendix B to
ENCLOSURE (6)

CONDITION(S): Given a maintenance order, maintenance part request, Additional Demands List (ADL), Document Control File, daily maintenance transactions list maintenance records status files, a pending requisition file, and the references.

STANDARD(S): To ensure reconciliations are conducted every two weeks with supported customers, problems are resolved, and required transactions are processed in a timely manner.

PERFORMANCE STEPS:

1. Schedule and verify that reconciliations are conducted every two weeks with supported customers.
2. Validate that all problems are resolved and necessary cancellation, follow-up, discrepancies in shipment, or modifications are initiated as required.
3. Evaluate outcome of reconciliations.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.76A, DSSC Manual
3. MCO, P4790.2C, MIMMS Field Procedures Manual
4. UM 4400-120, Asset Tracking for Logistics Supply System
5. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Terminology table:

Maintenance Order - ERO (Equipment Repair Order)

Maintenance Part Request - EROSL(Equipment Repair Order Shopping List)

Daily Maintenance Transactions List - DTL (Daily Transaction Listing)

Maintenance Records Status Files - DPR (Daily Process Report)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

TASK: 3010.02.05 SUPERVISE THE UPDATE OF THE DAILY MAINTENANCE RECORDS
STATUS REPORT WITH SUPPORTING DOCUMENTATION

CONDITION(S): Given source documents, the daily maintenance transaction listing, the maintenance records status files, the maintenance document control file, and the references.

STANDARD(S): To ensure they are current, complete and free of errors.

PERFORMANCE STEPS:

1. Verify that the maintenance transactions list and maintenance records Status files are reviewed daily and that all transactions are processed and errors corrected and reinducted.
2. Daily compare the maintenance document control file to the maintenance records status files to check for discrepancies.
3. Ensure that any discrepancies are corrected.

REFERENCE(S):

1. MCO P4790.2C, MIMMS Field Procedures Manual
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Daily Maintenance Transactions List - DTL
(Daily Transaction Listing)

Maintenance Records Status Files DPR (Daily Process Report)

Maintenance Document Control File ERO Demands List

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

TASK: 3010.02.06 RESOLVE DAILY MAINTENANCE TRANSACTIONS LIST ERRORS

CONDITION(S): Given a daily maintenance transaction list, the maintenance order, maintenance part request, maintenance document control file, maintenance records status files, and the references.

STANDARD(S): To ensure it is maintained current, complete, and free of supply relate errors.

PERFORMANCE STEPS:

1. Verify that pending maintenance orders on the daily maintenance transactions list have been reconciled and processed on the maintenance records status files.
2. Ensure transactions to correct errors have been submitted.
3. Ensure reconciliations with commodities are performed.
4. Conduct periodic reviews per current directives.

REFERENCE(S):

1. UM 4400-124, SASSY Using Units Procedures
2. UM 4790-5, MIMMS (AIS) Field Users Manual

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ADMINISTRATIVE INSTRUCTIONS: Terminology table:

Daily Maintenance Transactions List - DTL (Daily Transaction Listing)

Maintenance Order - ERO (Equipment Repair Order)

Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

Maintenance Document Control File ERO Demands List

Maintenance Records Status Files DPR (Daily Process Report)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (WO)

TASK: 3010.02.07 SUPERVISE RECONCILIATION OF THE MATERIAL OBLIGATION
VALIDATION (MOV) WITH THE INTERMEDIATE SUPPLY LEVEL

CONDITION(S): Given an MOV request, Document Control File, MOV reconciliation
schedule, and the references.

STANDARD: To ensure requisitions are validated with the intermediate supply
level on a quarterly basis.

PERFORMANCE STEPS:

1. Reconcile all requirements against the MOV.
2. Validate the annotation of the appropriate listings/documents.
3. Comply with quarterly MOV requirements.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING Formal School (Standard) Sustainment (24) Req
By (WO)

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ENCLOSURE (6)

DUTY AREA 03 - STORAGE (CONSUMER LEVEL)

TASK: 3010.03.01 SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE

CONDITION(S): Given the references, mission objectives, and operation plan.

STANDARD(S): Which is properly located, constructed, and laid out per the references and provides adequate storage, security, drainage, and ventilation.

PERFORMANCE STEPS:

1. Determine warehouse site.
2. Plan the layout of the field warehouse to meet the needs of the deployed supply unit.
3. Supervise the construction to ensure that the warehouse provides adequate storage, security, drainage, and ventilation.
4. Note deviations from procedures established by the references.
5. Initiate corrective action on noted deviations.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

TASK: 3010.03.02 SUPERVISE STORAGE OPERATIONS

CONDITION(S): Given accountable assets, locator decks, a serialized item subsidiary file, and the references.

STANDARD(S): To ensure all nonissue supply system stock is properly stored and accounted for.

PERFORMANCE STEPS:

1. Verify that items of supply are received, stored, and issued per established procedures.
2. Maintain a serialized item subsidiary file.
3. Maintain a stock locator file.
4. Supervise the conduct of inventories.
5. Maintain a warehouse safety program.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.150D, Consumer Level Supply Manual
3. MCO P4450.7E, Marine Corps Warehousing Manual
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

TASK: 3010.03.03 SUPERVISE MAINTENANCE OF STORED ASSETS

CONDITION(S): Given accountable assets, locator files, local Standing
Operating Procedures, pending maintenance orders, and the references.

STANDARD(S): Ensure all nonissued supply system stock is maintained in a
serviceable, ready-to-issue condition.

PERFORMANCE STEPS:

1. Verify that all items received for storage are serviceable.
2. Direct disposal actions.
3. Safeguard material from deterioration.
4. Inspect facility for infestation.
5. Direct maintenance procedures.
6. Direct reconciliation of pending maintenance orders with the
supporting maintenance facility on a periodic basis.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair
Order)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (WO)

TASK: 3010.03.04 DIRECT THE DISPOSAL OF DAMAGED OR DETERIORATED SUPPLIES

CONDITION(S): Given unserviceable material description and the references.

STANDARD(S): To ensure disposal of unserviceable material is conducted
per the references.

PERFORMANCE STEPS:

1. Validate unserviceability and/or recoverability.
2. Supervise turn-in to local Defense Reutilization Marketing Office.

REFERENCE(S):

1. DOD 4160.21-M, Defense Reutilization and Marketing manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (WO)

TASK: 3010.03.05 SUPERVISE PREPARATION OF SUPPLIES FOR EMBARK

CONDITION(S): Given an embarkation order, access to a working supply section, and the references.

STANDARD(S): To ensure field warehousing containers are maintained and ready for embark upon receipt of a deployment order.

PERFORMANCE STEPS:

1. Coordinate embark requirement with unit embark officer.
2. Verify that the processing of supplies and equipment for a deploying unit meet the requirements specified in the embarkation order.
3. Verify that all supplies and equipment are inspected for quantity, preparation for shipment, and serviceability.

REFERENCE (S) :

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Reg By (WO)

TASK: 3010.03.06 MANAGE THE RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (RASP)

CONDITION(S): Given the requirement to control devices containing radioactive materials (other than liquids) in a nondispersible form (unless gaseous) and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Supervise the inventory of tritium-containing devices.
2. Provide appropriate material for handling the tritium-containing devices.

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3. Establish/maintain a RASP.
4. Provide instruction for radiation health protection, emergency procedures, contamination control, personnel decontamination, incident reporting, transportation of devices, shipping and receiving activity responsibilities, packaging of devices, storing devices, security of devices, maintenance of devices, and markings/warnings for devices.
5. Publish and maintain local Standing Operating Procedures for the RASP.
6. Coordinate storage of tritium-containing devices with local fire department personnel per current directives.

REFERENCE(S) :

1. TI-5104-15/2A
2. MCO P11000.11A, Real Property Facility Manual Vol VIII
3. MCO P4400.105C, Radioactive Commodities DOD System

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Capt)

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DUTY AREA 04 - PROPERTY ACCOUNTABILITY (CONSUMER LEVEL)

TASK: 3010.04.01 DIRECT PROPERTY ACCOUNTABILITY PROCEDURES

CONDITION(S): Given an Equipment Allowance File, noted supply discrepancies on the maintenance readiness report, organic property listing, and the references.

STANDARD(S): To ensure the Marine Corps Readiness Evaluation System (MARES) report reflects accurate, and current information.

PERFORMANCE STEPS:

1. Validate that allowances and assets are current.
2. Coordinate supply related MARES problems with the Maintenance Management Officer (MMO).
3. Identify source of discrepancies.
4. Verify that corrective action has been taken on discrepancies.
5. Verify that items on MARES reports are annotated with current supply status.

REFERENCE(S):

1. MCBUL 3000 SERIES, Table of MARES Reportable Equipment
2. MCO P3000.11B, Marine Corps Automated Readiness Evaluation System (MARES) Policy Manual
3. MCO P4400.150D, Consumer Level Supply Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Readiness Report - RM4/LM2

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (WO)

TASK: 3010.04.02 MANAGE THE REPORTING OF CONTROLLED ITEMS

CONDITION(S): Given a requirement to account for controlled items, an organic property listing, Stock Record and Inventory Control Cards (NAVMC 708), Consolidated Asset Listing (CAL), Letters of Unserviceability Property (LUP), Controlled Item Reconciliation Reports, Recoverable Items Report (WIR), and the references.

STANDARD(S): So that all controlled items are properly managed and correctly reported.

PERFORMANCE STEPS:

1. Identify all items with a Controlled Item Code (CIC) of A through I.
2. Submit the appropriate reports per the references for all transactions that process against a National Stock Number/National Item Identification Number (NSN/NINN) having a CIC of A through I.

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3. Brief, review, and update the commanding officer's letter designating Table of Equipment (T/E) items assigned CIC Code 2 for local security/control at least annually.

4. Conduct periodic review per current directives.

REFERENCE(S):

1. MCO P4400.82F, MUMMS Control Item Management Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

TASK: 3010.04.03 INSTITUTE INVENTORY CONTROLS

CONDITION(S): Given the references and a consumer level supply operation responsible for managing Critical Low Density (CLD) stocks, a Reparable Issue Point (RIP), operating stocks, and allowance items.

STANDARD(S): To ensure all on-hand allowance items and operating stocks are accounted for.

PERFORMANCE STEPS:

1. Supervise the conduct of physical inventories for on-hand allowance items and operating stocks.
2. Conduct causative research for variances as required.
3. Initiate requests for investigative action as required.
4. Initiate inventory adjustments/forward requests for inventory adjustments as required.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

TASK: 3010.04.04 SUPERVISE THE ROLLBACK OF EXCESS MATERIAL

CONDITION(S): Given a Balance Analysis Report (BAR), a Unit Performance Report (UPR), a unit operating stock listing, a list of excess material to be rolled back, appropriate disposition instructions, and the references.

STANDARD(S): To ensure excess material is rolled back as required and in timely manner.

PERFORMANCE STEPS:

1. Review management reports.
2. Identify excess material.
3. Supervise the induction of D7P (rollback code) transactions.
4. Verify disposition of excess gear.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (WO)

TASK: 3010.04.05 SUPERVISE ACCOUNTING CONTROLS FOR BULK PETROLEUM

CONDITION(S): Given a requirement to manage bulk petroleum, Stock Record and Inventory Control Card (NAVMC 708), local automated records, supporting documentation, and the references.

STANDARD(S): To ensure bulk petroleum is received, stored, and issued properly.

PERFORMANCE STEPS:

1. Verify that all bulk petroleum is properly accounted for.
2. Ensure all supporting documentation which affects the accountable balance is on file.
3. Verify that inventories and appropriate adjustments are conducted as required.
4. Verify that bulk petroleum is stored properly with adequate security.
5. Conduct periodic reviews per current directives.

REFERENCE(S):

1. OPNAV 4020.25A, Controlling and Accounting for Ground Fuels

MCO 1510.73B
31 OCT 97

2. UM 4400-170, Electronic Point of Sales

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

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DUTY AREA 05 - ADMINISTRATIVE OPERATIONS (CONSUMER LEVEL)

TASK: 3010.05.01 COMPLETE AND MAINTAIN SUBSIDIARY RECORDS FOR NONISSUED
SERIALIZED ITEMS

CONDITION(S): Given serialized and highly pilferable items and the
references.

STANDARD(S): To ensure subsidiary records are filled out and filed on all
nonissued serialized and highly pilferable items.

PERFORMANCE STEPS:

1. Review the references.
2. Inventory nonissued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

ADMINISTRATIVE INSTRUCTIONS: Units may use a Consolidated Memorandum Receipt
(CMR) for accountability of warehouse items, however, the supply officer
remains responsible for assets in the warehouse.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

TASK: 3010.05.02 ANALYZE BALANCE ANALYSIS REPORT (BAR)

CONDITION(S): Given the BAR and the reference.

STANDARD(S): To identify problem areas.

PERFORMANCE STEPS:

1. Interpret information on the BAR.
2. Identify problem areas.
3. Initiate corrective action as required.
4. Verify that corrective action is accomplished.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System

2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

TASK: 3010.05.03 INFORM COMMANDING OFFICER OF STATUS OF SUPPLY OPERATION

CONDITION(S): Given all documentation such as deficiencies, status of funds, and Money Value Gain/Loss Notices relating to the condition/status of the supply account.

STANDARD(S): To ensure awareness of the supply accounts capability to provide support.

PERFORMANCE STEPS:

1. Identify item deficiencies.
2. Identify status of funds.
3. Brief commanding officer as required.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. SECNAVINST 5216.5D, Correspondence Manual
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (WO)

TASK: 3010.05.04 PREPARE UNIT FOR SUPPLY OPERATIONAL ANALYSES/INSPECTIONS

CONDITION(S): Given a Field Supply and Maintenance Analysis Office (FSMAO) analysis checklist and other appropriate checklists, analyses and inspection results, an internal preliminary inspection checklist, unit Standing Operating Procedures (SOP), Supply unit records and reports, and the references.

STANDARD(S): To verify supply unit's ability to support unit mission requirements and operate satisfactorily using established procedures per applicable directives.

PERFORMANCE STEPS:

1. Review checklists and previous supply inspection/analysis/audit results.
2. Identify problem areas in supply operation.
3. Initiate corrective action on problem areas.
4. Verify that corrective actions have been taken.
5. Develop procedures to prevent repeat discrepancies.

6. Initiate a report outlining corrective action/request for assistance for submission to higher headquarters.

7. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.160A, Field Supply and Maintenance Analysis Office (FSMAO) Program
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (WO)

TASK: 3010.05.05 MAINTAIN AUTOMATED SUPPLY SYSTEM/MAINFRAME FILES

CONDITION(S): Given various automated supply system/mainframe files, supporting documentation, and the references.

STANDARD(S): Which are reviewed and maintained for accuracy and retained for specified retention periods.

PERFORMANCE STEPS:

1. Conduct corrective action on automated supply system error and exception reports.
2. Review automated supply system history files in conjunction with mainframe voucher file to rectify discrepancies and conduct causative research.
3. Ascertain cause of computer-generated gains.
4. Process Money Value Gain/Loss Notices (MVGLN) and supporting documentation.
5. Use automated supply system query capability to correct edit errors, unmatched National Stock Numbers/National Item Identification Number (NSN/NIIN), etc.
6. Conduct periodic reconciliation of organic property listing, Retail A, document control file, and maintain audit trail of all adjustment transactions.
7. Conduct periodic reviews per current directives.

REFERENCE (S) :

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System

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3. UM 4400-121, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (WO)

TASK: 3010.05.06 MANAGE INDIVIDUAL CLOTHING RECORDS

CONDITION(S): Given a clothing issue funded by the Marine Corps, NAVMC 604, NAVMC 631, MCBul 10120 series, and the references.

STANDARD(S): So that NAVMC 604 clothing requisitions are complete, accurate, and contain the commanding officer's signature. NAVMC 631/631As are established for all supplementary and Reserve replacement/initial uniform clothing issues.

PERFORMANCE STEPS:

1. Validate the requirements.
2. Validate the allowance quantities.
3. Ensure NAVMC 604s are properly prepared.
4. Verify that requisitions are submitted to appropriate sources.
5. Verify that requisitioned items are issued.
6. Verify that NAVMC 631/631As are prepared to reflect all uniform clothing issues.
7. Verify that liaison has been made with the S-1, and a copy of NAVMC 631/631A is maintained in the individual's Service Record Book (SRB).
8. Supervise deceased personnel issues as applicable.
9. Supervise Reserve clothing issues as applicable.
10. Recover Reserve clothing when applicable.
11. Conduct the annual inventory and certify its completion on the NAVMC 631/631A.
12. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO P10120.28F, Individual Clothing Regulations

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (WO)

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DUTY AREA 06 - OPERATIONS PROCEDURES (INTERMEDIATE)

TASK: 3010.06.01 SCHEDULE VARIOUS SASSY SUBSYSTEMS AND DAILY INVENTORY SYSTEM UPDATES WITH LOCAL DEFENSE DATABASE MANAGEMENT ACTIVITIES AND THE DEFENSE MEGA CENTER, ST LOUIS

CONDITION(S): Given system access, "CA7" authority, a personal computer/mainframe connectivity, local procedures and the references.

STANDARD(S): To ensure all required procedures are scheduled to process various automated supply systems and subsystem updates.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor CA7 process activities.
3. Verify Terminal Security Officer (TSO) capabilities and education.
4. Schedule the daily inventory updates.
5. Schedule the Monthly Field Change process.
6. Schedule the annual item reviews for all Reparable Issue Points (RIP) at the same time.
7. Schedule miscellaneous required SASSY subsystem processes as required (i.e., Item Review, Reparable Issue Point (RIP) Item Review, Medical Planning Program (MPP), Initial Issue Provisioning (IIP) releases, Controlled Item Code (CIC) extracts, and Dollar Value of the Inventory.
8. Schedule automated supply system daily/monthly/quarterly download requirements.
9. Schedule miscellaneous jobs as required by higher authority or as requested by customers.
10. Direct the preparation of Control Input Transactions as required for mainframe program execution.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. OH 4-1, Operator Handbook for Logistics
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-123, FMP SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (WO)

TASK: 3010.06.02 SUPERVISE SUPPORTING MAINFRAME FILES MAINTENANCE/UPDATES

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CONDITION(S): Given automated supply system supporting mainframe files maintenance/updates and the references.

STANDARD(S): To ensure compliance with applicable directives.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor maintenance of supporting automated supply support files.
3. Monitor maintenance of the Supply Source Code File (SSCF).
4. Monitor maintenance of the Activity Information Table (AIT).
5. Monitor maintenance of the Department of Defense Activity Address Directory (DoDAAD).
6. Monitor maintenance of the Job Order Number File (JONF).
7. Monitor maintenance of all the Nonsystem Information File (NSIF).

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

TASK: 3010.06.03 SUPERVISE DEVELOPMENT OF CLASS III PROGRAMS

CONDITION(S): Given a personal computer with mainframe connectivity and access, local procedures, and the reference.

STANDARD(S): To assist Supply Support Operations through development, cataloging, and publishing associated programs.

PERFORMANCE STEPS:

1. Develop basic program specifications.
2. Validate NATURAL language code and associate Job Control Language (JCL).
3. Monitor publication of a local program catalog.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Basic NATURAL software training is provided by civilian trained personnel at local Defense Database Management Activities.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3010.06.04 MONITOR SECURITY OF FUNCTIONAL SECURITY

CONDITION(S): Given delegated authority as Functional Manager of the Operations Section, system access, a personal computer with mainframe connectivity, and local procedures.

STANDARD(S): To ensure user access to databases via proper authorization will maintain mainframe data security and integrity.

PERFORMANCE STEPS:

1. Develop policies for database access, programming libraries, NATURAL, and VSAM files access authority.
2. Reconcile security files with current personnel population.
3. Monitor execution of established security policies/procedures.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TASK: 3010.06.05 SUPERVISE SASSY SYSTEM EXECUTION

CONDITION(S): Given system execution dellocated prints, previous cycle balance analysis, current cycle balance analysis, exception output, edit error listings, system transaction error listing, recycle listing (or system access to the SASSY database, VSAM files, InfoPac), automated dataprocessing equipment with mainframe connectivity, local procedures, and the reference.

STANDARD(S): Each SASSY inventory cycle and/or the associated subsystems will be verified to validate correct and total execution of all schedule processes.

PERFORMANCE STEPS:

1. Monitor system input.
2. Analyze system output data for proper processing and interfacing.
3. Communicate findings.
4. Perform corrective actions as required (i.e., coordinate with Defense Database Management Activities, restarts, backouts, hold output).
5. Validate Automated Digital Network (AUTODIN) functions.

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6. Supervise output operations.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Reg By (CW02)

TASK: 3010.06.06 COORDINATE ATLASS FUNCTIONS

CONDITION(S): Given system access, Terminal Security Officer (TSO) file transfer authority, automated data processing equipment with mainframe connectivity and access, local procedures, and the references.

STANDARD(S): To ensure ATLASS files are accurate and that daily, monthly, and quarterly mainframe download processes maintain the SASSY/ATLASS file match.

PERFORMANCE STEPS:

1. Validate Activity Information Table (AIT) updates for ATLASS units.
2. Monitor distribution of SASSY files for unit ATLASS processing.
3. Monitor distribution of daily supply status.
4. Provide files for quarterly SASSY/ATLASS reconciliations.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Reg By (WO)

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DUTY AREA 07 - STOCK CONTROL (INTERMEDIATE)

TASK: 3010.07.01 MONITOR GENERAL ACCOUNT BALANCE FILE (GABF)

CONDITION(S): Given the GABF, General Account Balance Analysis Report, Exception Reports, Edit Error Reports, Recycle Transaction Listings, and the references.

STANDARD(S): To maintain integrity of the GABF management fields to provide positive and effective supply support to the consumer level accounts.

PERFORMANCE STEPS:

1. Supervise requisitioning walk-thru management policies and procedures.
2. Direct submission of balance adjustments.
3. Validate Money Value Gain/Loss Notices (MVGLN).
4. Monitor exception, recycle, and edit error processing.
5. Review Requirement Code/Operations Code Assignment.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6)
Req By (WO)

TASK: 3010.07.02 MONITOR REPLENISHMENT STOCK REQUISITIONS VIA DOCUMENT CONTROL FILE

CONDITION(S): Given the document control file, Unit Performance Report, Exception Reports, and the references.

STANDARD(S): To ensure current status and expeditious fulfillment of materials requisitioned as a result of stockage determination.

PERFORMANCE STEPS:

1. Supervise, execution of procedures for processing a daily SASSY cycle output (exceptions, edit errors, recycle transaction list, AO/A3 listings, and daily history).
2. Monitor transaction status for validity.
3. Direct Backorder Validation (BOV) with source of supply.
4. Supervise out-sourcing of material requirements.
5. Monitor reject file management.
6. Verify Report of Discrepancy (ROD) submission.

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REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Document Control File - DASF (Due and Status File)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3010.07.03 SUPERVISE REQUIREMENTS DETERMINATION

CONDITION(S): Given a General Account Stock Control Section, Item Review process output, Buy Review process output, local procedures, and the references.

STANDARD(S): To maintain integrity of the Buy Review process to provide positive and effective supply support to the consumer level accounts.

PERFORMANCE STEPS:

1. Review the references.
2. Review the Requisitioning Objective Recomputation policies and processes (Class III).
3. Determine buy requirements to maintain stockage levels.
4. Determine stockage levels and maintenance.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (CW02)

TASK: 3010.07.04 MANAGE MATERIALS RETURN PROGRAM

CONDITION(S): Given a General Account Balance File (GABF), Excesses on the Excess Retention Quantity (ERQ) listing, and the reference.

STANDARD(S): In which materials on hand with an extended dollar value of \$100 or greater, above authorized stockage levels, will be processed via the Materials Return Program.

PERFORMANCE STEPS:

1. Review the references.
2. Manage excess determination processes.

3. Manage transaction input.
4. Monitor status/exception process sequence.
5. Direct Total Asset Visibility (TAV) requirements.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-60, Material Returns Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (CW02)

TASK: 3010.07.05 MANAGE INITIAL ISSUE PROVISIONING (IIP)

CONDITION(S): Given the requirement to manage Initial Issue Provisioning Stocks and the references.

STANDARD(S): To properly process all due-in quantities, receipts, and releases of IIP stock.

PERFORMANCE STEPS:

1. Direct the establishment of repairable and/or consumable IIP accounts for each active project code.
2. Ensure assets are protected from excess redistribution and/or property disposal action for two years after IIP projects are released.
3. Process IIP data information when notification is received in a timely manner.
4. Monitor the transmission of Document Identifier Code (BP3) reporting on all provisioning projects not yet released to COMMARCORLOGBASES (P831).
5. Direct IIP release procedures.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. MCO P4400.79F, Provisioning Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (CW02)

TASK: 3010.07.06 MANAGE MARINE CORPS WAR RESERVE MATERIAL

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CONDITION(S): Given the requirement to compute and manage Marine Corps War Reserve requirements and the reference.

STANDARD(S): All War Reserve requirements will be computed and managed to support Marine Corps contingency plans.

PERFORMANCE STEPS:

1. Compute War Reserve requirements for all classes of supply.
2. Direct management control over storage, maintenance and care-in-storage.

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual
2. MCO P4400.39G, War Reserve Material Policy Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

TASK: 3010.07.07 MANAGE MEDICAL MATERIAL

CONDITION(S): Given the requirement to manage medical material and the reference.

STANDARD(S): Requisition, receipt and maintain all medical material in accordance with local Standing Operating Procedures (SOP), and the references.

PERFORMANCE STEPS:

1. Manage the procurement of medical supplies from commercial sources.
2. Manage the stockage criteria for medical materials.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

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DUTY AREA 08 - STORAGE (INTERMEDIATE)

TASK: 3010.08.01 MONITOR INTERMEDIATE STORAGE OPERATIONS QUALITY CONTROL

CONDITION(S): Given an intermediate storage facility, relevant files/records, supported by several automated microcomputer warehouse support systems, divergent classes of supply, quality control functions.

STANDARD(S): To ensure all warehouse functional areas are conducted efficiently.

PERFORMANCE STEPS:

1. Monitor location management.
2. Direct location surveys.
3. Direct location statistical sampling.
4. Supervise location pending deck management.
5. Direct Daily Transaction Listing management.
6. Direct Logistics Application of Automated Markings and Reading Symbols (LOGMARS) management.
7. Direct management of automated microcomputer warehouse support systems.
8. Supervise technical research.
9. Monitor stock denial research.
10. Direct Freeze Listing management.
11. Direct Hazardous Material Information Data Sheets (HMIDS).
12. Monitor required Class III program requirements, and maintain library.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UH 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (WO)

TASK: 3010.08.02 MONITOR INTERMEDIATE STORAGE MATERIAL MANAGEMENT PROGRAMS

CONDITION(S): Given an intermediate storage facility, relevant files/records, supported by several automated microcomputer warehouse support systems, divergent classes of supply,

STANDARD(S): Per established directives.

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PERFORMANCE STEPS:

1. Direct the shelf-life program.
2. Direct the electronic static discharge program.
3. Direct the storage of security cage items.
4. Supervise the care-in-storage program.
5. Direct the remark program.
6. Supervise the Packaging, Processing and Preservation (PP&P) program.
7. Monitor the physical security program.
8. Direct the radiological program.
9. Direct the warehouse safety program.

REFERENCE(S):

1. TI-5104-15/2A
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO 11240.106A, Garrison Mobile Equipment
4. MCO 4400.105C, Radioactive Commodities DOD System
5. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
6. MCO P4450.7E, Marine Corps Warehousing Manual
7. UM 4400-123, FMF SASSY Management Unit Procedures
8. UM-4400-71, Data Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

TASK: 3010.08.03 MONITOR INTERMEDIATE STORAGE SHIPPING AND RECEIVING

CONDITION(S): Given an intermediate storage facility, relevant files/records, supported by several automated microcomputer warehouse support systems, divergent classes of supply, various types of Material Handling Equipment (MHE), and document control functions.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Direct Reported Unit Code (RUC) line management.

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2. Direct Material Returns Program (MRP) management.
3. Direct Defense Reutilization Management Office (DRMO).
4. Direct Traffic Management Officer (TMO) liaison/small package carrier deliveries.
5. Direct Hazardous Material control certification.
6. Supervise short shipment and frustrated shipment management.
7. Monitor the direct delivery distribution system to the supported unit.
8. Supervise Proof-Of-Delivery (POD) control.
9. Direct location determination.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO 11240.106A, Garrison Mobile Equipment
3. MCO 4450.14, JSM for Storage & Materials Handling
4. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
5. MCO P4450.7E, Marine Corps Warehousing Manual
6. MCO P5090.2, Environmental Compliance and Protection Manual
7. UM 4400-123, FMF SASSY Management Unit Procedures
8. UM-4400-71, Data Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

TASK: 3010.08.04 MONITOR INTERMEDIATE STORAGE STOCKAGE DOCUMENT CONTROL

CONDITION(S): Given an intermediate storage facility, relevant files/records, supported by several automated microcomputer warehouse support systems, divergent classes of supply, various types of Material Handling Equipment (MHE), document control functions.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Direct Material Release Order (MRO) management.
2. Supervise transaction management.
3. Direct Defense Reutilization Marketing Management Office (DRMO) management.

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4. Direct Traffic Management Officer (TMO) liaison/small package carrier deliveries.
5. Direct Hazardous Material control certification.
6. Supervise short shipment and frustrated shipment management.
7. Monitor the direct delivery distribution system to the supported unit.
8. Supervise Proof-of-Delivery (POD) control.
9. Direct location determination.

REFERENCE(S):

1. MCO 11240.106A, Garrison Mobile Equipment
2. MCO P4400.151B, Intermediate-Level Supply management Policy Manual
3. MCO P4450.14, Joint Service Manual for Storage and Materials Handling
4. MCO P4450.7E, Marine Corps Warehousing Manual
5. MCO P5090.2, Environmental Compliance and Protection Manual
6. OPNAV 5090.1B, Environmental and Material Resources Protection Manual
7. UM 4400-123, FMF SASSY Management Unit Procedures
8. UM-4400-71, Data Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (WO)

TASK: 3010,08.05 DIRECT INTERMEDIATE STORAGE WAREHOUSE MODERNIZATION

CONDITION(S): Given an intermediate storage facility, relevant files/records, supported by several microcomputer warehouse support systems, divergent classes of supply, various types of Material Handling Equipment (MHE), and inventory control function.

STANDARD(S): Which will forecast and maintain an effective 7-year warehouse modernization program.

PERFORMANCE STEPS:

1. Monitor effective space utilization.
2. Monitor source library management.
3. Direct warehouse aid management.
4. Monitor warehouse aid requirement determination.
5. Monitor future stockage strategy.

6. Monitor 7-year warehouse modernization plan with base logistics.
7. Direct Material Handling Equipment (MHE) management.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (WO)

TASK: 3010.08.06 DIRECT INTERMEDIATE STORAGE OPERATIONS

CONDITION(S): Given an intermediate storage facility, relevant files/records, various storage aids, diverse material handling equipment, divergent classes of supply, warehouse automated support systems, administration of material management programs, a contingent equipment requirement for War Reserve withdrawal/sustainment, and the references.

STANDARD(S): To ensure intermediate storage operations are efficiently and effectively executed meeting established criteria as set forth in current directives.

PERFORMANCE STEPS:

1. Supervise safety programs within storage facilities.
2. Maintain effective space utilization within storage facilities.
3. Supervise the physical inventory process.
4. Supervise preparation for embarkation (War Reserve withdrawal/sustainment).
5. Validate location surveys.
6. Maintain a physical security program.
7. Validate location surveys.
8. Maintain a physical security program.
9. Supervise various warehouse automated support systems.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.151B, intermediate-Level Supply Management Policy Manual
3. MCO P4450.7E, Marine Corps Warehousing Manual
4. UM 4400-123, FMF SASSY Management Unit Procedures

5. UM-4400-71, Data Control

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Reg By (WO)

TASK: 3010.08.07 MONITOR INTERMEDIATE STORAGE INVENTORY CONTROL

CONDITION(S): Given an intermediate storage facility, relevant files/records, supported by several automated microcomputer warehouse support systems, divergent classes of supply, various types of material handling equipment, and inventory control functions.

STANDARD(S): Conduct an inventory within an intermediate supply activity.

PERFORMANCE STEPS:

1. Monitor inventory determination.
2. Monitor inventory scheduling.
3. Monitor inventory preparation.
4. Monitor Class I/III mainframe inventory report/master requirement.
5. Direct inventory control point management.
6. Monitor suspected high dollar, controlled item adjustment.
7. Supervise spot inventory management.
8. Monitor post inventory statistical sampling.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

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DUTY AREA 09 - REPARABLE ISSUE POINT

TASK: 3010.09.01 MAINTAIN THE REPARABLE ISSUE POINT CONSOLIDATED ASSET LISTING

CONDITION(S): Given a Consolidated Asset Listing (CAL), automated data processing equipment.

STANDARD(S): To ensure all reparable assets are properly loaded to the CAL and accounted for.

PERFORMANCE STEPS:

1. Review the reference.
2. Direct reconciliation between the CAL allowances with authorized allowance listing.
3. Monitor allowance corrections as required.
4. Direct corrective actions relating to excesses and deficiencies.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6)
Req By (WO)

TASK: 3010.09.02 PROCESS CUSTOMER BACKORDERS

CONDITION(S): Given a Customer Backorder Listing (CBL), a customer requirement, a maintenance records status file, and the references.

STANDARD(S): Customer backorders will be filled by order of priority.

PERFORMANCE STEPS:

1. Review the reference.
2. Monitor reconciliation of the CBL and maintenance records status files.
3. Direct the release of assets by priority.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status Files - DPR
(Daily Process Report)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

TASK: 3010.09.03 RECONCILE CUSTOMER BACKORDERS

CONDITION(S): Given a Customer Backorder Listing (CBL), a maintenance records status file, and the references.

STANDARD(S): To ensure customer backorders are reconciled bi-monthly.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor the reconciliation of all pending customer backorders with the CBL.
3. Direct corrective action as required.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status Files - DPR (Daily Process Report)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TASK: 3010.09.04 RECONCILE MAINTENANCE DEMANDS LIST

CONDITION(S): Given a Reparable Issue Point (RIP) maintenance demands listing, Demands Shopping List, Automated Data Processing Equipment, and the references.

STANDARD(S): Ensure maintenance demands listing are maintained current and reflect the asset in the maintenance cycle.

PERFORMANCE STEPS:

1. Review the reference.
2. Direct reconciliation between shopping lists and maintenance demands listing.
3. Guide corrective actions.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TASK: 3010.09.05 MONITOR COMMERCIALY REPAIRED ASSETS

CONDITION(S): Given disposition instructions and the reference.

STANDARD(S): To ensure Secondary Reparable Assets repaired by a commercial source are properly accounted for.

PERFORMANCE STEPS:

1. Review the reference.
2. Direct the preparation of assets for disposition.
3. Monitor the due from vendor Document Control File from build-to-receipt.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

TASK: 3010.09.06 PROCESS UNSERVICEABLE ASSETS

CONDITION(S): Given unserviceable Secondary Reparable Assets, Automated Data Processing Equipment, maintenance order inspection tag, and the reference.

STANDARD(S): Unserviceable assets will be processed through the maintenance cycle.

PERFORMANCE STEPS:

1. Review the reference.
2. Monitor the turn-in of unserviceable reparable.
3. Review transaction processing.
4. Direct the movement of the reparable asset to the maintenance facility.
5. Review asset status while in the repair cycle.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6)
Req By (WO)

TASK: 3010.09.07 CONDUCT ITEM REVIEW/STOCKAGE COMPUTATION

CONDITION(S): Given Reparable Issue Point (RIP) Item Review output reports, budget guidance, and the references.

STANDARD(S): Reorder (RO)/Reorder Points (ROP) will be computed and loaded to the RIP General Account Balance File (GABF) to support customer demand as funding/budget permits.

PERFORMANCE STEPS:

1. Review the references.
2. Analyze the output reports for validity.
3. Direct transaction changes as required to support customer demands within budget constraints.
4. Obtain allowance authorization from local commander.
5. Monitor processing of transactions (as authorized by local command) to update GABF.
6. Verify receipt of transactions by COMMARCORLOGBASES, Albany, GA.
7. Monitor the processing of transactions (as authorized by CG, COMMARCORLOGBASES, Albany, GA) to update the GABF.
8. Maintain RIP Item Review supporting documentation for a period as specified within the reference.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6)
Req By (WO)

TASK: 3010.09.08 SUPERVISE REDISTRIBUTION OF ASSETS FOR GENERAL ACCOUNT (GA)

CONDITION(S): Given the Reparable Issue Point (RIP) annual recomputation documentation, RIPs Due and Status File (DASF), Consolidated Assets Listings (CAL), supported changes of on-hand and allowance quantities, and the references.

STANDARD(S): Assets on-hand or on order greater than the authorized allowances approved by COMMARCORLOGBASES, Albany, GA will be rolled back to the GA (SAC 1 with Recoverability Codes of F, H, O, Z), or have Recoverable Items Report (WIR) submitted (Recoverability Codes D or L) per the references.

PERFORMANCE STEPS:

1. Monitor the Recomp Reports and the CAL.
2. Direct the review of the pending DASF.
3. Monitor the WIR of excess assets with D and L Recoverability Codes submitted to COMMARCORLOGBASES, Albany, GA.
4. Monitor the submission of equipment rollbacks to the General Account of excess with Recoverability Codes F, H, O, Z to the General Account Material Returns Program.
5. Direct the redistribution/disposal of excesses as directed by COMMARCORLOGBASES.

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6. monitor the submission of appropriate transactions to ensure the adjustment of files.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. MCO P4400.82F, MUMMS Control Item Management Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-60, Material Returns Program

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

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DUTY AREA 10 - PRESERVATION, PACKAGING, AND PACKING

TASK: 3010.10.01 MONITOR PRESERVATION, PACKAGING, AND PACKING (PP&P)

CONDITION(S): Given a Preservation, Packaging, and Packing facility, funding, associated equipment, technical specialists, and consumable products.

STANDARD(S): To support a Marine Expeditionary Force (MEF) size unit in all PP&P requirements.

PERFORMANCE STEPS:

1. Monitor the management of all funding.
2. Direct that all PP&P support equipment is used to ensure optimum capacity of output.
3. Monitor safety program.
4. Monitor a hazardous material program.
5. Monitor the packaging of Electronic Sensitive Devices.
6. Monitor the requisitioning of all consumable materials.
7. Monitor a personnel training program.
8. Monitor job requirements and specific expertise level to accomplish that task.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (WO)

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DUTY AREA 11 - MARINE CORPS PROPERTY

TASK: 3010.11.01 MONITOR BASE/STATION PROPERTY CONTROL OPERATIONS IN GENERAL SUPPORT OF A MARINE EXPEDITIONARY FORCE (MEF)

CONDITION(S): Given a base/station property facility, funding, associated finished goods, automated microcomputer property control support system, and Class I mainframe support.

STANDARD(S): Support a MEF size unit in all base/station property functions to include procurement, disposal, receipt, storage, issue, and accounting requirements.

PERFORMANCE STEPS:

1. Monitor the management of all funding.
2. Monitor accountability of all finished goods.
3. Monitor the disposal of all unserviceable materials.
4. Monitor the procurement of all requested finished goods.
5. Maintain a storage facility.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6)
Req By (WO)

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MOS 3043, SUPPLY ADMINISTRATION AND OPERATIONS CLERK

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3043.01.01 MAINTAIN PROOF OF DELIVERY (POD) FILE (INTERMEDIATE LEVEL)

CONDITION(S): Given all available change of custody documentation (i.e., receipts, issues), mechanized class I or II Voucher File (VOCF), and the references.

STANDARD(S): The POD file will contain all change of custody documents processed during the previous 2 years, be accessible to internal and external auditing agents, and be maintained in document number sequence.

PERFORMANCE STEPS:

1. Review the references.
2. Sort change of custody documents in document number sequence.
3. Reconcile documents with VOCF.
4. Take appropriate action to reconcile discrepancies.
5. File all documents in POD file.
6. Record all receipts on Automated Data Retrieval System.
7. Reconcile Z7 Pending List to ensure posting to suspense file and rework and denials,

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UH 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3043.01.02 MAINTAIN PROOF OF DELIVERY (POD) FILE (USING UNIT LEVEL)

CONDITION(S): Given all available change of custody documentation (i.e., receipts, issues), mechanized class I or II Voucher File (VOCF), and the references.

STANDARD(S): The POD file will contain all change of custody documents processed during the previous 2 years, be accessible to internal and external auditing agents, and be maintained in document number sequence.

PERFORMANCE STEPS:

1. Review the references.
2. Sort change of custody documents in document number sequence.
3. Reconcile document with VOCF.
4. Take appropriate action to reconcile discrepancies.
5. File all documents in POD file.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3043.01.03 MANAGE PUBLICATION LISTING AT USING UNIT AND INTERMEDIATE LEVELS

CONDITION(S): Given the supply section's Publication Listing (PL), local Standing Operating Procedures, and the reference.

STANDARD(S): The PL will be appropriately reviewed and validated.

PERFORMANCE STEPS:

1. Validate supply publication requirements with appropriate administration section.
2. Verify that required publications are on hand or on order.
3. Verify that inventory quantities are sufficient to support internal distribution of publications within the section.
4. Coordinate with the unit Administration Section to report all changes to the PL to HQMC (AREB) on NAVMC 11041.

REFERENCE(S):

1. MCO P5600.31G, Marine Corps Publication and Printing Regulations

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3043.01.04 REQUISITION REQUIRED PUBLICATIONS AT USING UNIT AND INTERMEDIATE LEVELS

CONDITION(S): Given unit's publication listing and the references.

STANDARD(S): Publications will be requisitioned and distributed.

PERFORMANCE STEPS:

REFERENCE(S):

1. MCO P5000.14C, MCAP
2. MCO P5600.31G, Marine Corps Publication and Printing Regulations
3. NAVMC 2761, Catalog of Publications

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3043.01.05 MAINTAIN CERTIFICATE OF RELIEF

CONDITION(S): Given access to a correspondence file containing Certificates of Relief and the references.

STANDARD(S): The file will contain Certificates of Relief of commanding officers and supply officers processed during the previous 5 years.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure certificates are complete.
3. File certificates.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (SSgt)

TASK: 3043.01.06 MAINTAIN FILE OF AUDIT AND VERIFICATION LETTERS

CONDITION(S): Given access to correspondence files containing Letters of Audit and Verification, and the references.

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STANDARD(S): The file will contain a 5-year file of Audit and Verification Letters which is accessible to external auditing agencies, and follows Marine Corps directives system procedures.

PERFORMANCE STEPS:

1. Review the references.
2. File reports of Audit and Verification.

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (SSgt)

TASK: 3043.01.07 MAINTAIN LETTERS OF APPOINTMENT AND REVOCATION

CONDITION(S): Given access to correspondence files, Letters of Appointment and Revocation, and the references.

STANDARD(S): Letters of Appointment and Revocation will be verified for appropriate signatures prior to filing. Files will contain all Letters of Appointment and Revocation for the previous 5 years per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Validate elements of information.
3. File letters.

REFERENCE (S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P4200.15G, USMC Purchasing Procedure Manual
4. MCO P4400.150D, Consumer Level Supply Manual
5. UM 4400-124, SASSY Using Units Procedures
6. UM 4400-15, Organic Property Control

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INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Cpl)

TASK: 3043.01.08 MAINTAIN CURRENT AUTHORIZATION FILE OF PERSONNEL
AUTHORIZED TO RECEIPT/TURN IN MATERIAL

CONDITION(S): Given access to correspondence files containing letters authorizing personnel to receipt for and turn in materials, and the references.

STANDARD(S): The file will contain all current letters authorizing personnel to receipt for and turn in material.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure authorizations are complete.
3. File authorizations.
4. Conduct periodic review of files to ensure files are maintained in a current status.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Cpl)

TASK: 3043.01.09 MAINTAIN INTERSERVICE SUPPORT AGREEMENTS

CONDITION(S): Given the reference, DD Form 1144 (Support Agreement), and a requirement for support to or from external Department of Defense agencies.

STANDARD(S): The DD Form 1144 will accurately reflect unit support requirements. Requirements of a recurring nature will be reviewed periodically in accordance with pertinent directives.

PERFORMANCE STEPS:

1. Review the references.
2. Consolidate unit support requirements.
3. Specify services requested/provided and associated funding data.
4. Review services to be provided and associated reimbursable costs.
5. Forward DD 1144 to approving headquarters.

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6. Provide signed copies to supporting and supported activities.
7. Conduct periodic reviews of support requirements every two years.

REFERENCE(S) :

1. DOD 4000.19-R, Interservice & Governmental Support
2. FAR, Federal Acquisition Regulations
3. MCO P7301.104, Accounting under the appropriation "Military Personnel Marine Corps" and "Reserve Personnel, Marine Corps"

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (SSgt)

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DUTY AREA 02 - PERSONNEL MANAGEMENT

TASK: 3043.02.01 MONITOR PERSONNEL PERFORMING SUPPLY FUNCTIONS

CONDITION(S): Given current Standing Operating Procedures and desk top procedures, command directives, all automated reports, and the references.

STANDARD(S): Ensure each functional area of supply being monitored meets Marine Corps supply performance standards with discrepancies documented and corrected.

PERFORMANCE STEPS:

1. Review the references.
2. Use major command and Field Supply Maintenance and Analysis Office (FSMAO) checklists.
3. Monitor the area to ensure compliance with Marine Corps directives and local procedures.
4. Initiate and recommend corrective action for noted discrepancies.
5. Ensure corrective action is accomplished.

REFERENCE(S):

1. MCO 8300.1C, USMC Serialized Control of Small Arms System
2. MCO P4400.150D, Consumer Level Supply Manual
3. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
4. MCO P4400.82F, MUMMS Control Item Management Manual
5. UM 4400-120, Asset Tracking for Logistics Supply System
6. UM 4400-123, FMF SASSY Management Unit Procedures
7. UM 4400-124, SASSY Using Units Procedures
8. UM 4400-15, Organic Property Control
9. UM 4400-60, Material Returns Program

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Cpl)

TASK: 3043.02.02 EVALUATE EFFICIENCY OF SUPPLY OPERATION

CONDITION(S): Given access to all available management reports, Field Supply Maintenance and Analysis Office (FSMAO) reports, and the references.

Appendix C to
ENCLOSURE (6)

STANDARD(S): Management reports and internal/external evaluations will reflect effective and efficient supply operations per the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Obtain appropriate management reports.
3. Screen management reports.
4. Identify and document actual and potential operational problems.
5. Provide guidance for corrective action.
6. Ensure corrective action is accomplished.

REFERENCE (S):

1. MCBUL 3000 SERIES, Table of MARES Reportable Equipment
2. MCO P4400.150D, Consumer Level Supply Manual
3. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
4. UM 4400-120, Asset Tracking for Logistics Supply System
5. UM 4400-124, SASSY Using Units Procedures
6. UM 4790-5, MIMMS (AIS) Field Users Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (SSgt)

TASK: 3043.02.03 SUPERVISE TRAINING OF SUPPLY PERSONNEL

CONDITION(S): Given supply personnel with varying degrees of technical proficiency, a unit training plan, personnel training records, training schedule, and the references.

STANDARD(S): Supply personnel will be trained to meet appropriate standards for skill levels and occupational specialty as provided by the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine technical knowledge deficiencies of unit supply personnel.
3. Determine On-the-Job and sustainment training requirements by grade and MOS.
4. Identify method of training.
5. Develop training aids as required.

6. Establish a training schedule by topic.
7. Supervise the preparation of lesson plans.
8. Assign personnel to conduct training, by topic.
9. Maintain lesson plans.
10. Conduct sustainment training using published training standards.
11. Encourage use of self-directed study and assist in providing resources.
12. Monitor correction of technical knowledge deficiencies through observation and required counseling.
13. Conduct periodic reviews of training records to ensure proper training sustainment.

REFERENCE(S) :

1. MCO 1553.3, Marine Corps Unit Training Management
2. MCO 1610.12, USMC Counseling Program
3. MCO P4400.150D, Consumer Level Supply Manual
4. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
5. SAT USER'S GUIDE, Systems Approach to Training
6. SECNAVINST 5215.1C, Department of Navy Directives Issuance System
7. SECNAVINST 5216.5D, Correspondence Manual
8. UM 4400-123, FMF SASSY Management Unit Procedures
9. UM 4400-124, SASSY Using Units Procedures
10. UM 4400-15, Organic Property Control
11. UM 4400-60, Material Returns Program

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Reg By (Cpl)

Appendix C to
ENCLOSURE (6)

DUTY AREA 03 - OPERATIONAL FUNCTIONS

TASK: 3043.03.01 EXECUTE MANAGEMENT DATA BASE PROGRAM

CONDITION(S): Given access to a mainframe computer, personal computer server, programming application, and the references.

STANDARD(S): The reports or output data sets generated from the data base program will be accurate, timely, and meet data processing requirements for customer service.

PERFORMANCE STEPS:

1. Review the references.
2. Write or review programs and Job Control Language (JCL) screen data and computer generated reports.
3. Verify that customer service requirements have been met.
4. Take corrective action as necessary.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. NAT-120-001, NATURAL Users Manual
3. NAT-120-060, NATURAL Error Messages Manual Version 1.2
4. SR-20-30-10, ROSCOE Terminal User Guide
5. SR-20-30-20, ROSCOE Command Reference Manual
6. SRQO-20-20, ROSCOE Handbook
7. UM 4400-120, Asset Tracking for Logistics Supply System
8. UM 4400-123, RMF SASSY Management Unit Procedures
9. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3043.03.02 SETUP PC COMPUTER EQUIPMENT FOR LOGISTIC SUPPORT

CONDITION(S): Provided personal computer servers, International Maritime Satellite (INMARSAT), Local Area Network (LAN), Data Distribution Network (DDN) and personal computer base system, and the reference.

STANDARD(S): The PC based system will be assembled and appropriate system software installed.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify the PC base systems hardware and software requirements.
3. Configure the system default tables and interfaces.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TASK: 3043.03.03 GENERATE ROUTINE AUTOMATED SUPPLY SYSTEM MANAGEMENT REPORTS

CONDITION(S): Given a computer system with automated supply system software, a requirement to provide information, and the reference.

STANDARD(S): Provide the necessary information based on the requirement.

PERFORMANCE STEPS:

1. Review the requirement.
2. Review the reference for report generation and data retrieval.
3. Generate the appropriate ATLASS management reports.
4. Review the reports.
5. Provide the required information.

REFERENCE(S):

1. UN 4400-120, Asset Tracking for Logistics Supply System

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Cpl)

TASK: 3043.03.04 MANAGE THE EXECUTION OF AUTOMATED SUPPLY SYSTEMS

CONDITION(S): Provided a computer with an automated supply system software program installed and the references.

STANDARD: The automated supply system will be properly maintained to ensure appropriate transactions, reports, and system maintenance are conducted per established directives.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare appropriate supply transactions.
3. Perform special processing procedures (recomputation/stock replenishment, physical inventory, etc).
4. Complete external interfaces with subsystems (MAGTF Deployment Support System II (MDSSII), Logistics Application of Automated Markings and Reading Symbols (LOGMARS), MAGTF Data Library (MDL), etc).
5. Perform and complete daily cycle procedures (collect incoming diskette transactions; maintain continuous processing; process stowage orders/material release orders, etc).
6. Perform transaction maintenance.
7. Produce courier diskettes for transactions to be sent out.
8. Display, print, and review reports.
9. Perform system maintenance (manage database files, modify tables; conduct system housekeeping; conduct MHIF monthly update, etc).

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3043.03.05 ANALYZE DATA PROCESSING PROBLEMS AT USING UNIT

CONDITION(S): Given document identifier, system transaction error listing, and the reference.

STANDARD(S): The point of transaction failure will be identified and a course of action will be recommended to resolve failure.

PERFORMANCE STEPS:

1. Review the references.
2. Review system transaction error listing.

3. Make liaison with SASSY Management Unit (SMU) customer service, if required.
4. Take required corrective action.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (SSgt)

TASK: 3043.03.06 PREPARE/MAINTAIN STOCK USAGE INVENTORY (708) CONDITION

CONDITION(S): Given access to a manual accounting system, NAVMC 708, specified National Stock Number (NSN), usage data, and the references.

STANDARD(S): The stock record will accurately reflect requisitioning, receipt, disposition, and accountability of supplies and equipment.

PERFORMANCE STEPS:

1. Review the reference.
2. Review NAVMC 708.
3. Prepare NAVMC 708.
4. Review outstanding requisitions.
5. Review voucher file.
6. Inventory on-hand quantities.
7. Reconcile steps noted in 3,4,and 5.
8. Recompute reorder/reorder point as required.

REFERENCE(S):

1. MCO 10110.40B, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
2. MCO P10110.14L, Food Service Standing Operating Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 3043.03.07 RESOLVE SUPPLY RELATED MARINE CORPS READINESS EVALUATION (MARES) REPORTING PROBLEMS

MCO 1510.73B
31 OCT 97

CONDITION(S): Given an Equipment Allowance File (EAF) on Logistical Management Information System (LMIS), Loaded Unit Allowance File (LUAF), (Retail C and MAL), unit Marine Corps Integrated Maintenance Management System (MIMMS) and unit Document Control File and noted supply discrepancies on the Logistics Management Report #2 (LM2), and the references.

STANDARD(S): MARES reports reflect accurate and current information.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure allowances and assets are current.
3. Ensure items on MARES reports as annotated with current supply status.
4. Review supply related MARES problems.
5. Identify source of discrepancies.
6. Initiate corrective action.
7. Ensure the corrective action has been taken.

REFERENCE(S):

1. MCBUL 3000 SERIES, Table of MARES Reportable Equipment
2. MCC, P3000.11B, Marine Corps Automated Readiness Evaluation System (MARES) Policy Manual
3. MCO P3000.13B, USMC SORTS SOP
4. MCO P4790.6, MIMMS Depot Users Manual
5. MCO P7301.104, Accounting under the appropriation "Military Personnel Marine Corps" and "Reserve Personnel, Marine Corps"
6. UM 4400-120, Asset Tracking for Logistics Supply System
7. UM 4400-123, FMF SASSY Management Unit Procedures
8. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Document Control File - DASF (Due and Status File)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3043.03.08 SUPERVISE THE SUPPLY SUPPORT PROGRESS WITH FORCE DEPLOYMENT PLANNING AND EXECUTION SYSTEMS, MAGTF II, LOGAIS MDSS II, AUTOMATED SUPPLY SYSTEMS

Appendix C to
ENCLOSURE (6)

CONDITION(S): Given various Force Deployment Planning and Execution (FDP&E) systems, a situation involving the deployment of a force, appropriate Standing Operating Procedures, and the references.

STANDARD(S): Data will be accurately reflected at each command level per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review data in the FDP&E systems.
3. Transfer data between systems as required.
4. Coordinate planning and execution accordingly.
5. Generate Deployment Support Package Guide (DSPG) utilities equipment density list.
6. Establish CLASS IX supply blocks.

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (SSgt)

TASK: 3043.03.09 PERFORM SASSY/ATLASS QUARTERLY RECONCILIATION

CONDITION(S): Given SASSY mainframe files and using unit ATLASS files.

STANDARD(S): Induct the proper transaction to correct error file discrepancies.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile the mainframe files with using unit ATLASS files.
3. Identify the discrepancies.
4. Process transactions for correction.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures

MCO 1510.73B
31 OCT 97

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3043.03,10 USE ASSET TRACKING FOR LOGISTICS AND SUPPLY SYSTEM
(ATLASS) AD HOC RATURE

CONDITION(S): Given a personal computer with ATLASS, access to all reports,
and the references.

STANDARD(S): AD HOC features are loaded and used to generate reports to
improve the performance of research on documents or to derive desired data.

PERFORMANCE STEPS:

1. Review the references.
2. Load AD HOC.
3. Generate reports.
4. Create own program in AD HOC.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

Appendix C to
ENCLOSURE (6)

6-C-16

DUTY AREA 04 - FINANCIAL FUNCTIONS

TASK: 3043.04.01 MAINTAIN FISCAL LEDGERS

CONDITION(S): Given pending requisition files, pending cancellation files, existing financial reports, memorandum records, and the references.

STANDARD(S): Discrepancies will be reconciled and corrections made to the financial accounting data base.

PERFORMANCE STEPS:

1. Review the references.
2. Review data on the Financial Reports.
3. Reconcile Financial Reports.
4. Reconcile discrepancies.
5. Input or submit change transactions.

REFERENCE(S):

1. MCO P7300.20, SABRS Financial Procedures Manual
2. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3043.04.02 PREPARE ANNUAL BUDGET

CONDITION(S): Given local budget guidance from the comptroller, commodity managers' budgetary needs, fund administrator's management reports, spending history, previous year budget, budget ceiling figures, equipment deficiencies, material and services reports, supporting documentation, and the reference.

STANDARD(S): Annual budget is prepared and submitted.

PERFORMANCE STEPS:

1. Review local budget guidance.
2. Collect and review all information affecting the budget e.g., prior year submissions, budget/fiscal reports, training schedules (i.e. TEEP), Equipment Allowance File, User Logistics Support Summary (ULSS) Logistics Orders, modification of allowance requests, and Table of Organizations.
3. Construct a draft budget.

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ENCLOSURE (6)

4. Conduct an internal budget meeting with commodity managers/
supported units.
5. Review internal budget call feedback to ensure requirements are
complete and properly justified.
6. Consolidate budget requirements of supported sections.
7. Construct actual budget with information gathered.
8. Select, prioritize, and justify any funding deficiencies.
9. Forward budget to commanding officer for approval.
10. Submit approved annual budget to comptroller.

REFERENCE(S):

1. MCO P7100.8K, Field Budget Guidance Manual
2. MCO P7300.20, SABRS Financial Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (SSgt)

TASK: 3043.04.03 SUBMIT MIDYEAR BUDGET REVIEW

CONDITION(S): Given the previous midyear review report, previous year's
annual budget, current annual budget, current budget data, and local
standard operating procedures.

STANDARD(S): The midyear budget submission will include verification of
budget adequacy; justifications for budget deficiencies and request for
additional funds.

PERFORMANCE STEPS:

1. Review the reference.
2. Review current budget data for deficiencies.
3. Provide written justification for additional funds based upon
identifiable deficiencies (i.e., Equipment Allowance File shortages,
Modification of Allowance changes, etc).
4. Prepare midyear review and submit to comptroller.

REFERENCE(S):

1. MCO P7100.8K, Field Budget Guidance Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3043.04.04 PERFORM STANDARD ACCOUNTING, BUDGETING, AND REPORTING
SYSTEM (SABRS) FISCAL PROCEDURES

Appendix C to
ENCLOSURE (6)

CONDITION(S): Given source documents, SABRS management reports, local guidance from the comptroller, and the reference.

STANDARD(S): Fiscal reports will be complete and accurate per established SABRS procedures.

PERFORMANCE STEPS:

1. Review the references.
2. Verify source documents, pending requisitions, pending cancellations and memorandum records,
3. Reconcile SABRS management reports.
4. Prepare the appropriate report.
5. Verify information appearing on reconciliation report.
6. Correct all discrepancies.
7. Request adjustments to unit spending plan as necessary.

REFERENCE(S):

1. MCO P7300.20, SABRS Financial Procedures Manual
2. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

TASK: 3043.04.05 MAINTAIN SUPPORT AGREEMENT FUNDING DOCUMENTS

CONDITION(S): Given the reference and the requirement to provide reimbursement via Military Interdepartmental Purchase Request (MIPR) for interservice support from external Department of Defense (DoD) agencies.

STANDARD(S): Funding documents DD 448/DD 448-2 will be correctly prepared and maintained. Funds will be reconciled per current directives.

PERFORMANCE STEPS:

1. Review the reference.
2. Cite funding for services requested on DD 448.
3. Request supplies/services against funding provided.
4. Track fund expenditures with utilization of DD 448-2 (Acceptance of Funds).
5. Certify SF-1080, Voucher for Public Payment of supplies/services.

MCO 1510.73B
31 OCT 97

REFERENCE(S):

1. DOD 4000.19-R, Interservice & Governmental Support

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (SSgt)

Appendix C to
ENCLOSURE (6)

6-C-20

DUTY AREA 05 - WAREHOUSE OPERATIONS

TASK: 3043.05.01 PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS

CONDITION(S): Given the requirement to repair/replace components of and items stored in the supply warehouse, a maintenance order, maintenance part request, SL-3/4, Field Manuals (FM) (as applicable), and the references.

STANDARD(S): Maintenance part requests for all required repair parts/components will contain all required information.

PERFORMANCE STEPS:

1. Review the references.
2. Identify required parts/components.
3. Ensure a maintenance order is established.
4. Prepare maintenance part request.
5. Induct maintenance part request into update.
6. Monitor status until completed.

REFERENCE(S):

1. TM 4700-15/1, Equipment Recording Procedures
2. UM 4400-120 Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order) Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Reg By (Pvt)

TASK: 3043.05.02 ACCOUNT FOR MORALE, WELFARE, AND RECREATION (MWR) EQUIPMENT

CONDITION(S): Given a (NavCompt 744) Custody Receipt, (NAVMC 10359) Equipment Custody Record (ECR), (NAVMC 708) Stock Record and Inventory Control Card, Asset Tracking for Logistics and Supply System (ATLASS), or any mechanical accounting system, subcustody records, and the references.

STANDARD(S): The administrative documentation for issuing, receiving, and accounting MWR equipment will be complete and accurate.

Appendix C to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Review the references.
2. Issue MWR equipment.
3. obtain and maintain receipts for issues and MWR equipment.
4. Receipt for returned special service equipment.
5. Inspect required MWR equipment for serviceability.
6. Take corrective action based instances of unreconcilable damage to issued MWR equipment.

REFERENCE(S):

1. MCO P1700.27, MWR Policy Manual
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

TASK: 3043.05.03 MAINTAIN SUBCUSTODY RECORDS

CONDITION(S): Given an Equipment Allowance File (EAF)/Table of Equipment (T/E), Loaded Unit Allowance File and Retail C, and the references.

STANDARD(S): T/E and garrison property will be accounted for per the references.

PERFORMANCE STEPS:

1. Determine T/E and garrison property requirements.
2. Requisition T/E and garrison property as required.
3. Submit receipt transactions to appropriate agencies.
4. Account for all T/E and garrison property on the Mechanized Allowance List and Consolidated Memorandum Record.
5. Dispose of all excess/unserviceable T/E and garrison property, as directed.
6. Prepare and submit adjustment transactions as required.
7. Maintain all vouchers and change of custody receipts.

REFERENCE(S) :

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3043.05.04 ACCOUNT FOR PACKAGED OPERATIONAL RATIONS (POR)

CONDITION(S): Given the requirement to account for PORs, NAVMC 708, NAVMC 713, NAVMC 10789, NAVMC 10299, POR usage report (NAVMC 1110), miscellaneous adjustment transactions, and the references.

STANDARD(S): Packaged operational rations will be accounted for and controlled as required to support unit requirements.

PERFORMANCE STEPS:

1. Post receipts to NAVMC 708 and NAVMC 713 records.
2. Prepare documentation (NAVMC 10789) for issue of PORs and post to the accounting records.
3. Prepare documentation (NAVMC 10298) for sale of PORS and post to the accounting records.
4. Prepare/post miscellaneous adjustments to POR accounting records.
5. Prepare and submit POR usage report, as required.
6. Maintain an authorized copy of the supporting documentation for all quantitative changes in the voucher file.

REFERENCE(S) :

1. MCO 10110.40B, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
2. MCO P10110.14L, Food Service Standing Operating Procedures
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

TASK: 3043.05.05 MANAGE HAZARDOUS MATERIALS AND SUBSTANCES

Appendix C to
ENCLOSURE (6)

CONDITION(S): Given hazardous materials and the references.

STANDARD(S): Hazardous materials will be properly identified, stored, and salvaged per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify hazardous materials and substances which are on hand or being procured.
3. Produce copies of Hazardous Material Safety Data Sheets (HMSDS) for storage personnel under the following conditions.
 - a. When MSDS is not available for stock assets.
 - b. When MSDS does not accompany material issued to customer.
 - c. When hazardous material is received and does not possess an MSDS.
4. When assets are to be disposed of, an HMSDS must accompany the materials to preclude improper disposal action.

REFERENCE(S):

1. CFR 29, Occupational Safety & Health Standards for General Industry (1910)
2. DOD 4140.27-M, Shelf-Life Item Management Manual
3. DOD 4145.19-R-1, Storage and Materials Handling
4. DOD 4160.21-M, Defense Reutilization and Marketing Manual
5. FEDLOG, Federal Logistic Data on Compact Disk
6. MCO 4140.5, USMC Shelf Life Program
7. MCO 4450.12, Storage and Handling of Hazardous Materials
8. MCO 4450.13, Joint Regulation for Material Quality Control Storage Standards
9. MCO 4450.14, JSM for Storage & Materials Handling
10. MCO P4450.12, Joint Service Manual for Storage and Handling of HAZMAT
11. MCO P4450.14, Joint Service Manual for Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req
By (Pvt)

DUTY AREA 06 - REQUISITIONING FUNCTIONS

TASK: 3043.06.01 PROCESS INDIVIDUAL CLOTHING REQUISITIONS

CONDITION(S): Given a clothing issue funded by the Marine Corps, NAVMC 604, McBul 10120 series, and the references.

STANDARD(S): The NAVMC 604 clothing requisition will be complete, accurate, and contain the commanding officer's signature.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the validity of the requirement.
3. Determine allowance quantities.
4. Prepare NAVMC 604/NAVMC 604B.
5. Submit requisition to appropriate source.
6. Issue requisitioned items.
7. Make liaison with S-1 to ensure supplementary uniform clothing issues are reflected in the Individual's Service Record Book (SRB).
8. Units approved via MARFORRES Consolidated Purchasing Activity Center (COPAC) agreement with Army and Air Force Exchange System (AAFES) will submit their requisitions to that activity.

REFERENCE(S):

1. MCBUL 10120, Clothing Allowance for Enlisted Personnel
2. MCO P10120.28F, Individual Clothing Regulations
3. MCO P10120.34B, Clothing/Textile Requirement Data
4. SL-8, MCSL Special Manuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Cpl)

TASK: 3043.06.02 PREPARE NAVMC 631/631A

CONDITION(S): Given a completed NAVMC 604/604B for supplementary/enlisted USMCR uniform clothing issues, NAVMC 631/631A, and the references.

STANDARD(S): NAVMC 631/631As will be established for all supplementary uniform clothing issues and uniform issues to enlisted USMCR personnel.

Appendix C to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Review the references.
2. Prepare a NAVMC 631/631A to reflect all supplementary uniform clothing issues.
3. Forward completed NAVMC 631/631A to unit administrative section for inclusion in the appropriate SRB.
4. Review the references.
5. Prepare a NAVMC 631/631A to reflect all uniform clothing issues and annual clothing inventories.
6. Maintain NAVMC 631/631As in USMCR clothing records.

REFERENCE(S):

1. MCBUL 10120, Clothing Allowance for Enlisted Personnel
2. MCO P10120.28F, Individual Clothing Regulations
3. MCO P10120.34B, Clothing/Textile Requirement Data

ADMINISTRATIVE INSTRUCTIONS: Performance steps 1-3 apply to Active Duty. Performance steps 4-6 apply to USMCR.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Cpl)

TASK: 3043.06.03 PROCESS AMMUNITION REQUISITIONS

CONDITION(S): Given a completed Single Line Item Document (DD Form 1348) and the references.

STANDARD(S): The DD1348 will be complete and accurate. It will be signed by the commanding officer or his designated representative and submitted per appropriate directives.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare DD 1348 and ensure it is complete, accurate, and within the allowances established by current directives.
3. Verify commanding officer's signature.
4. Submit requisitions to appropriate source of supply, giving sufficient lead time for the source to process the requirements to meet unit training requirements.

REFERENCE(S):

1. MCO P8011.4H, USMC Table of Allowance for Ammunition

2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3043.06.04 PROCESS A REPORT OF DISCREPANCY (ROD)

CONDITION(S): Given a requirement to submit a ROD, SF 364 (ROD), and the references.

STANDARD(S): The SF 364 will be accurately completed and submitted per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the type of discrepancy.
3. Determine distribution of ROD.
4. Prepare and submit SF 364 (if required).

REFERENCE(S):

1. SECNAVINST 4355.18, Reporting of Item and Packaging Discrepancies
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Cpl)

TASK: 3043.06.05 PROCESS MECHANIZED ADDITIONAL DEMANDS

CONDITION(S): Given a requirement for supplies and equipment, a personal computer database of automated supply system programs, a Document Control File, access to all mechanized edit error/exception listings, the Master Header Information File (MHIF), and the references.

STANDARD(S): All requisitions will successfully post to both the mainframe Due and Status File (DASF) and the Document Control File.

PERFORMANCE STEPS:

1. Review the references.
2. Conduct technical research of the requirement.
3. Identify maintenance/supply transactions.
4. Induct the requisition.

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5. Review Daily Histories to ensure requisitions are processed appropriately.
6. Review Daily Histories and Document Control File and all edit error/exception recycle reason codes and ATLASS suspense reason codes to determine cause for transactions not processing properly.
7. Reconcile all pending requisitions with the subsequent Document Control File.
8. Correct and reinduct requisitions which did not successfully appear on the initial Document Control File.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-123, FMF SASSY Management Unit Procedures
5. UM 4400-124, SASSY Using Units Procedures
6. UM 4790-5, MIMMS (AIS) Field Users Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (Pvt)

TASK: 3043.06.06 PROCESS NONMECHANIZED REQUISITIONS

CONDITION(S): Given a requirement for a manual requisition, a DD1348 or other Military Standard Requisitioning and Issue Procedures (MILSTRIP) form, and the reference.

STANDARD(S): Ensure acceptance of requisitions by the Source Of Supply (SOS).

PERFORMANCE STEPS:

1. Review the reference.
2. Perform technical research on the requirement.
3. Prepare the manual requisition or naval message in MILSTRIP format.
4. Submit the requisition to the appropriate SOS.
5. Monitor incoming supply status to ensure receipt of requisitioning by SOS.

REFERENCE(S):

1. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (Pvt)

TASK: 3043.06.07 PROCESS DAILY MAINTENANCE TRANSACTIONS LISTING

CONDITION(S): Given a daily maintenance transactions listing, previous day's input data, and the references.

STANDARD(S): The daily maintenance transactions listing will reflect Marine Corps Integrated Maintenance Management System (MIMMS) requisitions inducted during the previous update. Rejected transactions will be identified and corrected.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile the daily maintenance transactions listing with pending requisitions.
3. Identify critical errors.
4. Interpret error codes.
5. Reinduct requisitions, as required.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4790-5, MIMMS (AIS) Field Users Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Pvt)

TASK: 3043.06.08 RECONCILE PENDING FILES

CONDITION(S): Given transactions inducted into automated supply system, SASSY mainframe and the reference.

STANDARD(S): File all properly posted previously pending transactions, follow up, and correct all pending transactions which have not posted properly for final resolution.

PERFORMANCE STEPS:

1. Review the references.
2. Validate information with pending transactions.
3. Submit corrections/follow-ups/cancellations, as required.
4. Modifiers and follow-up transactions will be filed and then posted.
5. Maintain current Due and Status File (DASF) on hand for the SASSY Management Unit (SMU).
6. Maintain Document Control File.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Automated Supply System generic term for ATCLASS

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Pvt)

TASK: 3043.06.09 RECONCILE CUSTOMER DEMANDS

CONDITION(S): Given a Document Control File, printed copy of a maintenance order listing, a maintenance records status file, and the references.

STANDARD(S): The reconciliation process will ensure all customer demands are active in the supply system and the required follow-ups are submitted.

PERFORMANCE STEPS:

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4790-5, MIMRS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order replacement term for Equipment Repair Order Maintenance Records Status File replacement for Daily Process Report

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (Pvt)

TASK: 3043.06.10 PROCESS REQUIRED REQUISITION FOLLOW-UPS

CONDITION(S): Given personal computer automated supply system Document Control File, the Due and Status File (DASF) for SASSY mainframe, mainframe, and the references.

STANDARD(S): All cancellations, inquiries, and follow-ups for outstanding requisitions will be submitted, as required.

PERFORMANCE STEPS:

1. Review the references.

2. Review the Document Control File.
3. Submit cancellation, inquiries, and follow-ups as required.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Automated Supply System generic term for ATLASS

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3043.06.11 MAINTAIN MAINTENANCE RECORDS STATUS FILE

CONDITION(S): Given an existing maintenance records status file, customer demands, a daily maintenance transactions list, maintenance document control file, Document Control File, and the references.

STANDARD(S): For all customer demands which reflects accurate information on the Due and Status File (DASF) and Document Control File.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile the current maintenance records status file with the current DASF, maintenance order document control file, and Document Control File.
3. Take appropriate corrective action.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status Files replacement term for Daily Process Report

Daily Maintenance Transactions List replacement term for Daily Transaction Listing

Maintenance Document Control File replacement term for ERO Demands List

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3043.06.12 PROCESS MATERIAL OBLIGATION VALIDATION (MOV)

CONDITION(S): Given access to SASSY mainframe, the MOV cycle, MOV cycle exception listings, the Due and Status File (DASF), or Document Control File, and the references.

STANDARD(S): All outstanding requisitions will be successfully validated during quarterly MOV cycles, as required.

PERFORMANCE STEPS:

1. SASSY Management Unit (SMU)
 - a. Review the references.
 - b. Initiate the MOV cycle.
 - c. Provide exception reports to Using Units.
 - d. Reconcile all resulting exceptions.
 - e. Take corrective action.
 - f. SHU Operations confirm receipt of response by Defense Automated Addressing System (DAKS) and Integrated Material/Weapon System Manager (IMM).
2. Using Unit
 - a. Review the references.
 - b. Review the Document Control File.
 - c. Identify all requisitions requiring MOV cycle validation for which "AN/AP" transactions have not been posted.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Performance steps 1-6 apply to SMU. Performance steps 7-10 apply to using unit.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3043.06.13 PROCESS SELF-SERVICE CENTER SHOPPING LIST (NAVMC 10700)

CONDITION(S): Given self-service center shopping list (NAVMC 10700), self-service catalog, document number logbook, and local operating procedures.

STANDARD(S): Only valid items/quantities of self-service supplies will be purchased. All self-service purchases are appropriately authorized.

PERFORMANCE STEPS:

1. Obtain self-service shopping list from customer.
2. Validate requirements.
3. Perform technical research.
4. Ensure sufficient funding is available.
5. Process shopping list.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Pvt)

TASK: 3043.06.14 PROCESS MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT (MIMMS) TRANSACTIONS

CONDITION(S): Given access to a maintenance order/maintenance part request, a NAVMC 10694, automated data processing equipment support, and the references.

STANDARD(S): All MINNS transactions are processed in a timely manner.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure "4 Add" transactions have posted to the maintenance records status file prior to submitting subsequent MIMMS transactions.
3. Ensure all parts received have a received date posted or cancelled by submitting MIMMS 11811 card transaction.
4. Ensure all parts records have been closed prior to submitting MIMMS "9" card transactions.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4790-5, MIMMS (AIS) Field Users Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3043.06.15 PROCESS RECEIPTS FOR HOT ITEM BACK-ORDERS

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CONDITION(S): Given DD Form 1348-1 receipts, access to mechanized files, Due and Status File (DASF)/Document Control File listings, the current maintenance records status file and the references.

STANDARD(S): Receipts will be processed in a timely manner with 100 percent accuracy.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile DD Form 1348-1 receipts with Stock Number Demands List.
3. Submit appropriate receipt transaction.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control
5. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status File replacement term for Daily Process Report

Document Control File replacement term for Due and Status File

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3043.06.16 AUDIT DOCUMENT CONTROL FILE

CONDITION(S): Given a Document Control File and the references.

STANDARD(S): To ensure all Document Control File records are valid.

PERFORMANCE STEPS:

1. Review the references.
2. Review the Document Control File.
3. Identify Document Control File discrepancies.
4. Take corrective action as required.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System

2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Document Control File - Due and Status File

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3043.06.17 PROCESS WALK-THRU ADDITIONAL DEMANDS

CONDITION(S): Given access to the SASSY Management Unit (SMU), a high priority demand, and the reference.

STANDARD(S): Walk-through processed and completed per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Perform technical research.
3. Obtain authorization signature on requisition.
4. Hand carry requisition to the SMU.
5. If available, induct appropriate receipt transaction.
6. If not available, establish high priority back-order.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UH 4400-124, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3043.06.18 VERIFY UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY
SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS

CONDITION(S): Given pending requirements, lists of individuals authorized to approve UMMIPS designators, higher headquarters guidance, and the references.

STANDARD(S): Appropriate priorities will be used for all requirements.

PERFORMANCE STEPS:

1. Review the references.
2. Determine urgency of requirement.
3. Reconcile urgency of requirement with assigned priority.
4. Ensure requirement contains the signature of individual authorized to assign the priority.
5. Take necessary corrective action.

REFERENCE(S):

1. MCO 4400.16G, Uniform Material Movement Issue and Priority System (UMMIPS)
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3043.06.19 VALIDATE UNIT REQUISITIONAL REQUIREMENTS

CONDITION(S): Given an additional demand listing, a maintenance order demand listing, daily maintenance records status file, daily maintenance transactions list, original customer requirement documents, and the references.

STANDARD(S): Supported customer demands will be accurately reflected on appropriate supply files and records.

PERFORMANCE STEPS:

1. Review the references.
2. Verify conduct of appropriate technical research.
3. Verify maintenance order and requisition authority signature.
4. Verify processing of demands.
5. Verify scheduling and completion of customer reconciliations.
6. Take corrective action as necessary.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual

2. UM 4400-124, SASSY Using Units Procedures

3. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order replacement term for Equipment Repair Order

Maintenance Records Status Files replacement term for Daily Process Report

Daily Maintenance Transactions List replacement term for Daily Transaction Listing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

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DUTY AREA 07 - MATERIAL ACCOUNTABILITY

TASK: 3043.07.01 MAINTAIN CHESTS, KITS, SETS, OR ASSEMBLIES

CONDITION(S): Given chests, kits, sets, or assemblies with corresponding SL-3 listings.

STANDARD(S): All required SL-3 component listings will be placed with its end-item.

PERFORMANCE STEPS:

1. identify the end item.
2. Review the SL-3 components list.
3. Place the SL-3 components list with the end-item.

REFERENCE(S):

1. UM 4400-124, SASSY Using Units Procedures
2. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3043.07.02 PERFORM PERSONAL EFFECTS CONTROL PROCEDURES

CONDITION(S): Given a morning report, personal effects, circumstances leading to receipt of personal effects, personal effects inventory form (NAVMC 10154), and the references.

STANDARD(S): Ensure all items of personal effects are accounted for and properly disposed of per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Screen the Morning Report for personal separated from their personal effects.
3. Establish case files for individuals separated from their personal effects.
4. Ensure containers are clearly marked with member's name, grade, SSN, and status.
5. Ensure copy of inventory form is place in each container.
6. Log luggage tags into personal effects logbook.
7. Seal all containers.
8. Tag container with luggage tags.
9. Staple claim stubs to NAVMC 10154's.

10. Sign NAVMC 10154's to indicate receipt.
11. Store personal effects in secure areas.
12. Dispose of personal effects per the references.
13. Return personal effects to individuals no longer separated and update logbook.
14. Update case files/logbook entries based on changes in status of individual.

REFERENCE(S):

1. MCO P3040.4C, MARCORCASPROC MAN
2. MCO P4050.38B, Personal Effects and Baggage Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3043.07.03 PREPARE EQUIPMENT CUSTODY RECORD (ECR) CARD

CONDITION(S): Given the requirement to establish a temporary custody record, ECR cards, and the references.

STANDARD(S): ECRs will be established for all instances of temporary change of custody of accountable items. ECR cards will be accurate.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare the ECR cards.
3. Obtain command authorization/identification of responsible individual for temporary change of custody outside the owning organization.
4. Obtain a validate signature on the ECR card.
5. Maintain ECRs on file until returned to owning unit custody.
6. Monitor ECR cards to ensure item is returned on schedule.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3043.07.04 PREPARE INDIVIDUAL MEMORANDUM RECEIPT (IMR) CARD

MCO 1510.73B
31 OCT 97

CONDITION(S): Given the requirement to issue individual equipment, an IMR card, and the references.

STANDARD(S): For all issues of individual equipment. IMR cards will be accurate.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare the IMR cards.
3. Obtain initials/signatures.
4. File the IMR cards.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3043.07.05 MAINTAIN MARINE CORPS SMALL ARMS REPORT

CONDITION(S): Given custody of small arms, the annual Naval Surface Warfare Center Division (NAVSURFWARCENDIV), Crane, Indiana small arms report, record of changes in weapons custody, and the references.

STANDARD(S): The NAVSURFWARCENDIV, Crane Report will accurately reflect weapons asset posture at all times.

PERFORMANCE STEPS:

1. Review the references.
2. Validate Crane Report against actual weapon serial numbers.
3. Reconcile weapons custody records with the Crane Report.
4. Correct all discrepancies.
5. Report all changes in weapons custody on and as occurring/daily basis.

REFERENCE(S):

1. MCO 8300.1C, USMC Serialized Control of Small Arms System
2. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

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TASK: 3043.07.06 PROCESS LETTERS OF UNSERVICEABILITY

CONDITION(S): Given Letters of Unserviceable Property (LUP), access to mechanized accounting files, and the references.

STANDARD(S): In a timely manner.

PERFORMANCE STEPS:

1. Review the references.
2. Adjust the balance files as required.
3. Maintain LOP in voucher file.

REFERENCE(S):

1. MCO P4400.82F, MUMMS Control Item Management Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3043.07.07 PROCESS MISSING, LOST, STOLEN, RECOVERED (MLSR) PROPERTY REPORT

CONDITION(S): Given an instance of missing, lost, stolen, or recovered Government property, and the references.

STANDARD(S): MLSRs will be initiated and updated as required.

PERFORMANCE STEPS:

1. Review the references.
2. Determine if an MLSR is required.
3. Submit the appropriate MLSR as required.
4. Maintain MLSRs in the correspondence files/voucher file, as appropriate.
5. Follow up on all pending MLSRs.

REFERENCE(S):

1. MCO 4340.1A, Reporting Missing/Lost/Stolen/Recovered Government Property

2. SECNAVINST 5500.4G, Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

TASK: 3043.07.08 RECONCILE UNIT ALLOWANCES

CONDITION(S): Given allowance data furnished by the Equipment Allowance File (EAF), the unit's Table of Organization (T/O), Special Allowance authorization, Type 2 authorized allowances, and the references.

STANDARD(S): The unit's accountable records will accurately reflect established allowances.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile EAF, T/O, Type 2, and special allowances to quantities listed on the allowance field of the accountable record.
3. Identify discrepancies.
4. Induct allowance transactions to correct allowance disparity.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UH 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3043.07.09 REVALIDATE TYPE 1, TYPE 2, AND MARINE FORCES RESERVE (TA) ALLOWANCES

CONDITION(S): Given the unit's Equipment Allowance File (EAF), Type 2 allowance authorization, and the references.

STANDARD(S) : Type 1 and Type 2 and the Reserve (TA) allowances will be reviewed annually to support unit requirements. Allowance adjustments will be made upon receipt of approval from higher headquarters.

PERFORMANCE STEPS:

1. Review the references.
2. Coordinate review of allowances with unit commodity managers.

3. Consolidate and submit change requests from commodity managers, via the supply officer, to the commanding officer for approval.
4. Submit recommended adjustments to allowances to higher headquarters for approval, where applicable.
5. Process appropriate allowance adjustment transactions once authorized.
6. Report/requisition resultant deficiencies as necessary.
7. Report/dispose of resultant excesses as necessary.

REFERENCE(S) :

1. MCO 4400.172a, Table of Equipment Allowance Change
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (SSgt)

TASK: 3043.07.10 PROCESS ALLOWANCE ADJUSTMENTS FOR PER INDIVIDUAL EQUIPMENT

CONDITION(S): Given the annual Table of Organization (T/O) checklist tape output, allowance file records, and the references.

STANDARD(S): Allowances for per individual equipment are posted to the formal accounting records once annually.

PERFORMANCE STEPS:

1. Review the reference.
2. Reconcile the T/O checklist tape output to allowance quantities for per individual equipment reflected on accountable records.
3. Process appropriate transactions documents to accurately reflect allowance changes.
4. Take action to requisition deficiencies/dispose of excesses as needed.

REFERENCE(S) :

1. MCO P4400.150D, Consumer Level Supply Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (Cpl)

TASK: 3043.07.11 MANAGE EQUIPMENT EXCESSES AND DEFICIENCIES

CONDITION(S): Given the accountable records, disparities between allowance quantities and total on-hand/due-in of corresponding assets, and the references.

STANDARD(S): Total Type 1 and Type 2 allowance assets are equal to the on-hand quantity plus any authorized due quantities.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile Table of Equipment (T/E), Table of organization (T/O), Equipment Allowance File (EAF), Type 2 Allowances, and special allowance quantities with allowance quantities appearing on the established allowance list.
3. Identify discrepancies.
4. Report/process excesses.
5. Report/process deficiencies.
6. Conduct periodic reviews per current directives.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.82F, MUMMS Control Item Management Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TASK: 3043.07.12 VALIDATE REQUEST FOR MODIFICATION OF ALLOWANCES (MOA)

CONDITION(S): Given the requirement for a change of allowance and the references.

STANDARD(S): To ensure requests are accurately submitted.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the desired allowance quantity.
3. Identify/validate justification for change of allowance.
4. Submit request for modification of allowance via chain of command.

REFERENCE(S):

1. MCO 4400.172A, Table of Equipment Allowance Change
2. MCO P4400.150D, Consumer Level Supply Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

TASK: 3043.07.13 CHALLENGE INACCURATE ALLOWANCE DATA

CONDITION(S): Given a document authorizing the change of allowance, the units Equipment Allowance File (EAF), and the references.

STANDARD(S): Action will be taken to submit and follow up on all EAF challenges via the chain of command.

PERFORMANCE STEPS:

1. Document received without corresponding EAF allowance change.
 - a. Review the reference.
 - b. Review the document indicating that an allowance is to be changed.
 - c. Review the EAF to ensure that the allowance has been changed.
 - d. Prepare an EAF challenge for discrepant conditions, citing supporting source documentation.
 - e. Take appropriate follow-up action until challenge is resolved.
2. Allowance changed on EAF without supporting documentation.
 - a. Review the reference.
 - b. Review the EAF.
 - c. Search for supporting documentation for allowance changes.
 - d. Submit EAF challenge for discrepant condition.
 - e. Take appropriate follow-up action until challenge is resolved.

REFERENCE(S):

1. MCO 4400.172A, Table of Equipment Allowance Change
2. MCO P4400.150D, Consumer Level Supply Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (Sgt)

TASK: 3043.07.14 CONVERT PLANNED TO ACTUAL ALLOWANCES

CONDITION(S): Given planned allowances on the Equipment Allowance File (EAF), the receipt of corresponding force-fed equipment, and the reference.

STANDARD(S): The planned allowance will be converted to an actual upon receipt of Force-fed equipment or upon identifying assets on-hand to fill a planned allowance.

PERFORMANCE STEPS:

1. Review the references.
2. Validate planned allowance on the EAF.
3. Submit planned to actual allowance conversion documents.
4. Conduct appropriate follow-up action until planned allowance is converted to an actual allowance for the equipment received.

REFERENCE(S):

1. MCO 4400.172A, Table of Equipment Allowance Change
2. MCO P4400.150D, Consumer Level Supply Manual

ADMINISTRATIVE INSTRUCTIONS: Report EAF challenges to MCCDC Total Force Structure Division (TFSD) via chain of command.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TASK: 3043.07.15 CONDUCT REDISTRIBUTION OF EQUIPMENT

CONDITION(S): Given on-hand assets, allowance documents, unit Retail C file, Document Control File, and the references.

STANDARD(S): Assets on hand or on order greater than the authorized allowance will be redistributed, returned, disposed of, or cancelled per current directives.

PERFORMANCE STEPS:

1. Validate excess equipment reflected on the unit Retail C File.
2. Review associated pending Document Control File and cancel where required.
3. Report excess equipment/submit Request for Disposition Instructions (DIC WIR) for controlled items. At the direction of the Major Subordinate Command (MCC).
4. Dispose of/redistribute equipment upon receipt of disposition instructions from COMMARCORLOGBASES or local command.
5. Submit appropriate transactions to adjust the file.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual

2. MCO P4400.82F, MUMRS Control Item Management Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Document Control File - Due and Status File

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3043.07.16 MAINTAIN THE CONSOLIDATED MEMORANDUM RECEIPT (CMR)

CONDITION(S): Given the requirement to maintain automated custody records, the Retail C, CMRs, interim custody receipts, and the references.

STANDARD(S): Accurate custody records will be maintained for all equipment listed on the Retail C, to include serial/USMC numbers.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare interim receipts for all issues and turn-ins.
3. Ensure responsible officers perform quarterly validations of serial numbers and on-hand quantities and provide justification for all disparities.
4. Submit "YRU"s (CMR adjustment transaction) on automated supply system personal computer to correct disparities and reflect issues and turn-ins.
5. Reconcile total allowances of all items held by responsible officers with allowance quantities on the Retail C File. By processing Mechanized Allowance List/Consolidated Memorandum Receipt (MAL/CMR) Reconciliation Report in Asset Tracking for Logistics Supply Systems (ATLASS).
6. Correct disparities.
7. File the signed CMRs.
8. Maintain interim receipts/CMR for 1 year.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Automated Supply System - ATLASS

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3043.07.17 MAINTAIN ORGANIC PROPERTY LISTING (RETAIL C)

Appendix C to
ENCLOSURE (6)

CONDITION(S): Given the organic property listing, documentation supporting changes of on-hand and allowance quantities, and the references.

STANDARD(S): The organic property listing will be accurately maintained and reflect all on-hand and allowance quantities.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile allowances of all items reflected on the Table of Equipment (T/E) with allowance quantities appearing on the Retail C File.
3. Reconcile each new Retail C File with the previous Retail C File.
4. Correct all discrepancies.
5. Post all changes in on-hand quantities and submit associated transactions in a timely manner.
6. Post all allowance quantity changes and submit associated transactions in a timely manner.
7. Obtain supply officer's initials for all changes.
8. File reconciled Retail C Files.
9. File transactions meeting vouchering criteria and supporting documentation.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3043.07.18 MAINTAIN EDIT ERROR AND EXCEPTION LISTINGS

CONDITION(S): Given an edit error/exception listing and the references.

STANDARD(S): To determine the cause for the errors/exceptions and follow up by correcting and reinducting transaction.

PERFORMANCE STEPS:

1. Review the references.
2. Review edit error and exception listings.
3. Identify edit error and exception codes.

4. Determine reasons for errors.
5. Annotate corrective action on listing.
6. Reinduct corrected transactions.
7. File listing for required retention period per current ALMAR.

REFERENCES:

1. ALMAR 225/95, CMC message of Aug 95
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Reg
By (Pvt)

TASK: 3043.07.19 MAINTAIN DAILY HISTORY LISTING/DAILY TRANSACTION REPORT

CONDITION(S): Given a Daily History File, a Daily Transaction Report,
pending Document Control File transactions, and the references.

STANDARD(S): Submitted transactions will be reflected on the Daily History
Listing/Daily Transaction Report.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile all pending files with Daily History Listings/Daily
Transaction Reports.
3. Research and reinduct all disparities.
4. File daily history listings.

REFERENCE(S):

1. ALMAR 225/95, CMC message of Aug 95
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Document Control File - Due and Status File

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (Pvt)

TASK: 3043.07.20 PROCESS REPORTS OF INVESTIGATION FILES

CONDITION(S): Given completed reports of investigation, the voucher file, the appropriate property records, and the references.

STANDARD(S): To ensure required supply actions identified in the investigation are completed.

PERFORMANCE STEPS:

1. Review the references.
2. Review completed reports of investigation.
3. Take all supply officer action as identified by the completed report of investigation.
4. Assign all completed reports of investigation a voucher number.
5. Draft the required supply officer's certification endorsement to the investigation of action taken/completed, with appropriate action as required.
6. File all completed reports of investigation in the voucher file for 5 years.

REFERENCE(S):

1. JAGINST 5800.7C, JUDGE ADVOCATE GENERAL MANUAL
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (Sgt)

TASK: 3043.07.21 MAINTAIN MONEY VALUE GAIN/LOSS (MVGLN) NOTICE REPORTS

CONDITION(S): Given MVGLNs, the voucher file, and the reference.

STANDARD(S): All HVGLNs will be certified and signed by the commanding officer or acting commander.

PERFORMANCE STEPS:

1. Review the references.
2. Review the MVGLNs.
3. Provide narrative justification as necessary.
4. Obtain certification/signature of commanding officer or designated representative.
5. File MVGLNs in the voucher file.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Sgt)

TASK: 3043.07.22 COMPLETE AND MAINTAIN SUBSIDIARY RECORDS FOR NONISSUED
SERIALIZED ITEMS

CONDITION(S): Given serialized and highly pilferable items and the
references.

STANDARD(S): Subsidiary records are filled out and filed on all nonissued
serialized and highly pilferable items.

PERFORMANCE STEPS:

1. Review the references.
2. Inventory unissued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried.
4. Maintain Consolidated Memorandum Receipt (CMR), if applicable.

REFERENCE(S):

1. MCO P4400,150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

ADMINISTRATIVE INSTRUCTIONS: A unit may use a CMR account for the warehouse
for accountability; however, the supply officer remains responsible for
assets in the warehouse.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3043.07.23 AUDIT THE UNIT OPERATING STOCK LISTING

CONDITION(S): Given exceptions, mainframe automated supply system Retail
A, and the references.

STANDARD(S): The asset posture of the operating stock listing will exactly
reflect actual on-hand quantities.

Appendix C to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Review the reference.
2. Review and identify all discrepancies on the operating stock listing.
3. Reconcile on-hand quantities on the records with actual on-hand quantities.
4. Identify and correct all discrepant quantities and situations.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Automated Supply System - ATCLASS Unit Operating Stock Listing - LUBF (Loaded Unit Balance File)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3043.07.24 ACCOUNT FOR EQUIPMENT ON STOCK RECORD AND INVENTORY CONTROL CARD (NAVMC 708)

CONDITION(S): Given the requirement to account for nonexpendable, T/E assets, NAVMC 708, inventory adjustment transactions, and the reference.

STANDARD(S): Assets will be accounted for on the NAVMC 708 card and controlled to support unit requirements.

PERFORMANCE STEPS:

1. Post receipts to NAVMC 708 records.
2. Post/prepare issues to NAVMC 708 records.
3. Post/prepare turn-in from responsible units to NAVMC 708 records.
4. Post disposal transactions to NAVMC 708 records.
5. Post inventory adjustments to NAVMC 708 records.
6. File transactions meeting voucher criteria and supporting documentation.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

TASK: 3043.07.25 ACCOUNT FOR CONTROLLED ITEMS AT NONAUTOMATED UNITS

CONDITION(S): Given change of custody of a controlled item, Controlled Items Reconciliation Report, and the reference.

STANDARD(S): The unit's controlled item posture will be accurately reflected in the stock control system, control items module.

PERFORMANCE STEPS:

1. Review the reference.
2. Reconcile the Controlled Items Reconciliation Report with unit property records.
3. Report all discrepancies.
4. Report all changes (WCA/WCS) in custody of controlled items.

REFERENCE(S):

1. MCO P4400.82F, MUMMS Control Item Management Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (Sgt)

TASK: 3043.07.26 PROCESS ROLLBACK TRANSACTIONS

CONDITION(S): Given excess material and the references.

STANDARD(S): All serviceable excess material will be returned to the stores system.

PERFORMANCE STEPS:

1. Review the references.
2. Identify serviceable excess in the hands of responsible officers.
3. Load excess quantities to on-hand "AA" of the unit operating stock listing and Retail A by receipting with a receipt transaction.
4. Redistribute as directed.
5. If not required locally, rollback transactions should be coordinated with General Account, and induct a rollback transaction.
6. Execute rollback.
7. Maintain rollback receipts in the voucher file.

REFERENCE(S) :

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.82F, MUMMS Control Item Management Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3043.07.27 PROCESS DISPOSAL TRANSACTIONS

CONDITION(S): Given serviceable and unserviceable excess, Letters of Unserviceable Property (LUP) where applicable, shipping documentation material, and the references.

STANDARD(S): All serviceable and unserviceable material will be disposed of at supporting Defense Reutilization Management Office (DRMO) per the references.

PERFORMANCE STEPS:

1. Review the references.
2. identify material required for disposal.
3. Load unserviceable quantities to on-hand "AF" on the unit operating stock listing and Retail A.
4. Load serviceable excess to on-hand "AA" on operating stock listing and Retail A.
5. Induct disposal transactions.
6. Deliver unserviceable items to DRMO.
7. Maintain disposal documentation in the voucher file.

REFERENCE (S) :

1. DOD 4000.25-1-M, Military Standard Requisitioning Issue Procedures (MILSTRIP)
2. DOD 4140.26-M, Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3. MCO P4400.150D, Consumer Level Supply Manual
4. MCO P4400.82F, MUMMS Control Item Management Manual
5. UM 4400-120, Asset Tracking for Logistics Supply System

6. UM 4400-124, SASSY Using Units Procedures

7. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3043.07.28 ACCOUNT FOR CLASS V(W) AMMUNITION

CONDITION(S): Given ammunition, NAVMC 10774s and the references.

STANDARD(S): Class V(W) ammunition will be accounted for per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Establish NAVMC 10774s, as appropriate.
3. Receipt for ammunition.
4. Issue Ammunition to the responsible units.
5. Post receipt and issue transactions to the NAVMC 10774.
6. Return unused ammunition to the supply source.

REFERENCE(S):

1. MCO 8010.1D, Class V(W) Supply
2. MCO P4400.150D, Consumer Level Supply Manual
3. MCO P8011.4H, USMC Table of Allowance for Ammunition
4. OPNAV 8020.13, Certification & Identification of Inert Ordnance for Display, Training and other purposes
5. UM 4400-124, SASSY Using Units Procedures
6. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

TASK: 3043.07.29 ACCOUNT FOR OPERATING STOCKS

CONDITION(S): Given an operating forces unit supply account operating stocks, authorized by force commanders, and the references.

STANDARD(S): Operating stocks will be maintained on-hand or on-order equal to requisitioning objective quantities.

PERFORMANCE STEPS:

1. Review the references,
2. Obtain authorization to maintain operating stocks.
3. For Combat Service Support Elements, review Equipment Density List (EDL) and Deployment Package Support Guide (DPSG) listing with Deployed support Unit (DSU) at SASSY Management Unit (SMU).
4. For all others, review usage data from Retail Demand File.
5. Run Asset Tracking for Logistics Supply System (ATLASS) recomp program and item review by activity address code.
6. Review the operations stocks listings.
7. Issue items as required and induct appropriate issue transactions.
8. Replenish stocks as required.
9. Review reorder/reorder point computations based on usage data and requirement code.
10. Adjust stockage levels, as appropriate.
11. Identify and stock electrostatic discharge devices (ESD) (i.e, bubble wrap for electronic circuit cards).

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
3. TM-9999-15/2, Electrostatic Discharge (ESD) Management
4. UM 4400-120, Asset Tracking for Logistics Supply System
5. UM 4400-123, FMF SASSY Management Unit Procedures
6. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

TASK: 3043.07.30 MAINTAIN PETROLEUM, OIL, AND LUBRICANTS (POL) ACCOUNTING
CONTROLS

CONDITION(S): Given a requirement to account for POL, appropriate accounting records, supporting documentation, and the reference.

STANDARD(S): POL is received, stored, accounted, and issued properly.

PERFORMANCE STEPS:

1. Review the reference.
2. Prepare and maintain all supporting receipt and issue documentation.
3. Conduct monthly inventories and reconcile against accounting records.
4. Prepare adjustment transactions as required.

REFERENCE(S):

1. MCO 4400.170, Control and Accounting for Petroleum and Related Prod

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

TASK: 3043.07.31 EXECUTE ANNUAL PHYSICAL INVENTORY

CONDITION(S): Given Asset Tracking for Logistics Supply System (ATLASS) personal computer loaded files and mainframe organic property listing and unit operating stock list, unit supply personnel, and the references.

STANDARD(S): Annual inventory conducted with all necessary adjustments completed and approved per the references.

PERFORMANCE STEPS:

1. Review the references or SASSY mainframe.
2. Generate report and perform location verification. Execute ATLASS location verification program and generate "DK_" inventory listing.
3. Conduct and monitor the inventory.
4. Compare all inventory counts to balance records.
5. Identify discrepancies.
6. Conduct causative research.
7. Prepare adjustment transactions.
8. Draft supply officer's letter to commanding officer quantifying results/causative factors resulting from annual inventory, spot inventories, or change of CO/SupO.

REFERENCE (S) :

1. MCO 4400.170, Control and Accounting for Petroleum and Related Prod
2. MCO P4400,150D, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System

4. UM 4400-123, FMF SASSY management unit Procedures
5. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

TASK: 3043.07.32 MAINTAIN CONTROL OF SERIALIZED BLANK FORMS

CONDITION(S): Given on-hand stocks of serialized, controlled blank forms, and the references.

STANDARD(S): Accurate balances of serialized, controlled blank forms will be maintained per established directives.

PERFORMANCE STEPS:

1. Review the references.
2. Inventory serialized, controlled blank forms.
3. Register all serialized, controlled blank forms in the appropriate log book.
4. Post receipts and issues in the log book.
5. Conduct and document results of monthly inventory.
6. Safeguard serialized, controlled blank forms.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3043.07.33 MAINTAIN CONTROL OF MISCELLANEOUS COMMODITIES

CONDITION(S): Given on-hand stocks of miscellaneous commodities and the references.

STANDARD(S): Accurate balances of miscellaneous commodities will be maintained in a ready-for-issue state.

PERFORMANCE STEPS:

1. Review the references applicable references for each of the following commodities.
 - a. Aeronautical supplies and equipment (OPNAVINST 4790.2).
 - b. Rifle and pistol team equipment (MCO 8373.2).

- c. Junior Reserve Officer Training Corps (JROTC) equipment (MCO P1533.6).
 - d. Medical and dental equipment (BUMED INST 6700.16).
 - e. Marine heraldic items (MCO P1520.3).
 - f. Musical instruments (MCO P5320.5, MCO 4225.2).
 - g. Chaplain's supplies (NAVPERS 15592, MCO 4400.154).
2. Execute supply accountability for these commodities per the references.

REFERENCE(S):

- 1. BUMEDINST 6700.16, Controlled Medical and Dental Material
- 2. MCO 1533.6, DEV MGT ACQUISITION ICW CUR INTR
- 3. MCO 4225.2K, Musical Instruments Accy Account
- 4. MCO 4400.154, Religious Ministry Supplies and Equipment
- 5. MCO 8373.2E, Authorized Allowance Maintenance & Accounting Rifle/Pistol
- 6. OPNAV 4790.2E, The Naval Aviation Maintenance Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (SSgt)

TASK: 3043.07.34 VERIFY ALL CRITICAL LOW DENSITY (CLD) REQUIREMENTS

CONDITION(S) : Given the requirement to maintain CLD stock, FEDLOG access to the master Header Information (MHIF), the General Account Balance File (GABF), of the Reparable Issue Point and the General Account, MCBul 3000 series for Marine Automated Readiness Evaluation System (MARES) reportable items, Logistics Management Information System (LMIS), SL-3 components lists for supported equipment, and the references.

STANDARD(S): All National Stock Numbers/National Item Identification Number (NSN/NINN) stocked as CLD items will meet criteria as CLD items.

PERFORMANCE STEPS:

- 1. Review the references.
- 2. Reconcile CLD items with MCBul 3000 series and applicable SL-3s, GAEF, and MHIF.
- 3. Review for Combat Essentially Code 5 within FEDLOGS and the HHIF.
- 4. Take action to correct noted discrepancies.
- 5. Assign appropriate requirement codes and maintain associated logbook.

Appendix C to
ENCLOSURE (6)

REFERENCE(S):

1. MCBUL 3000 SERIES, Table of MARES Reportable Equipment
2. MCO P4400.150D, Consumer Level Supply Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UN 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Reg
By (SSgt)

TASK: 3043.07.35 DISTRIBUTE PREPOSITIONED EQUIPMENT, REMAIN BEHIND
EQUIPMENT (LBE), OR LEAVE BEHIND EQUIPMENT (LBE)

CONDITION(S): Given a situation involving a deploying force, a task organization of force requirements, a list of prepositioned equipment, an RBE/LBE listing, an authorized allowance for each force requirement, a list of assets deployed by each force requirement, and the reference.

STANDARD(S): Deploying forces equipment deficiencies will be filled in accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Review the process for distribution of prepositioned equipment, RBE, and LBE.
3. Calculate the RBE and LBE of all other deploying forces.
4. Review the authorized allowances for the supported deploying force.
5. Review the list of assets deployed by the supported force.
6. Distribute prepositioned equipment, RBE, and LBE to the supported force accordingly.

REFERENCE (S) :

1. MCO P3000.18, Marine Corps Planner's Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (SSgt)

TASK: 3043.07.36 EXECUTE AUTOMATED IDENTIFICATION TECHNOLOGY (AIT FUNCTION)

CONDITION(S): Given AIT equipment (MITLA/Logistics Application of Automated Markings and Reading Symbols (LOGMARS), automated supply system and MAGTF Deployment Support System (MDSS II) personal computer and a scenario requiring labeling, inventory and receipting requirements, and the references.

STANDARD(S): Account for all equipment.

PERFORMANCE STEPS:

1. Review the references.
2. Produce required equipment labels.
3. Attach labels to equipment.
4. Configure AIT equipment with the required system.
5. Scan label with AIT equipment.
6. Download data from AIT equipment to required system.
7. Review reports to ensure proper posting of equipment scanner.
8. Execute any corrective action required.

REFERENCE(S):

1. AIT Equipment Operators Manual
2. MAGTF LOB AIR SYSTEMS PROGRAM

ADMINISTRATIVE INSTRUCTIONS: Automated Supply System - ATLASS

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (Pvt)

DUTY AREA 08 - MINOR PURCHASING

TASK: 3043.08.01 PROCESS PURCHASE REQUEST DOCUMENTS

CONDITION(S): Given a purchase request document/request for maintenance agreements and the references.

STANDARD(S): Purchase request documents and maintenance agreement requests will be processed per the established requirements.

PERFORMANCE STEPS:

1. Review the references.
2. Review the purchase request document/request for maintenance agreement.
3. Verify the requirement.
4. Perform technical research to include verifying the source of supply.
5. Obtain and document competitive price quotations as required.
6. Evaluate bid quotations.
7. Document sole source bidders.
8. Assign a document number to the purchase request document or maintenance agreement.
9. Obtain written authorization from the purchasing instrument.
10. Prepare the appropriate purchasing instrument.
11. Verify that purchases are appropriately received.
12. Conduct follow-up action as required.

REFERENCE(S):

1. Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Sgt)

TASK: 3043.08.02 PREPARE AMENDMENTS TO PURCHASE/DELIVERY ORDERS

CONDITION(S): Given the requirement to amend a purchase/delivery order and the references.

STANDARD(S): Purchase/delivery orders will be amended per the established directives.

PERFORMANCE STEPS:

1. Review the references.
2. Identify elements of purchase/delivery order to be amended.
3. Determine if proposed amendment is valid.
4. Prepare an SF 30.
5. obtain purchasing officer's signature on an SF 30.
6. Forward an approved SF 30 to appropriate office.
7. Maintain file copy of an SF 30 with original purchase/delivery order.

REFERENCE(S):

1. Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Sgt)

TASK: 3043.08.03 ADMINISTER BLANK PURCHASE AGREEMENTS

CONDITION(S): Given the requirement to establish and administer a Blanket Purchase Agreement (BPA) and the references.

STANDARD(S): BPAs will be established and administered per the established directives.

PERFORMANCE STEPS:

1. Review the references.
2. Identify the vendor.
3. Prepare the BPA.
4. Obtain purchasing officer's and vendor's signatures.
5. Maintain BPA in purchasing file.
6. As necessary, identify required items/services and place calls.
7. Certify and forward invoices.
8. Prior to termination of BPA, ensure all outstanding debts are reconciled.

REFERENCE (S) :

1. Federal Acquisition Regulations

Appendix C to
ENCLOSURE (6)

2. MCO P4200.15G, USHC Purchasing Procedure Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3043.08.04 VERIFY SUPPLIES ARE PURCHASED FROM MANDATORY SOURCES OF
SUPPLY

CONDITION(S): Given the references and the requirement for purchasing
Supplies and services, determine authorized sources.

STANDARD(S): Supplies and services will be purchased only through authorized
sources.

PERFORMANCE STEPS:

1. Review the references.
2. Review the purchase request.
3. Review the schedules and procurement lists.
4. Prepare a Delivery Order for required supplies/services appearing
in the referenced schedules and procurement lists.

REFERENCE(S):

1. Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. MCO P7000.14K, Marine Corps Cost Factors Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3043.08.05 MAINTAIN STANDARDS OF CONDUCT FILE

CONDITION(S): Given the references and the requirement for annual
indoctrinations concerning Standards of Conduct.

STANDARD(S): A record will be maintained of indoctrinations concerning
Standards of Conduct for all personnel representing the Government in
business dealings.

PERFORMANCE STEPS:

1. Review the references.
2. Conduct written indoctrinations concerning Standards of Conduct
for all personnel representing the Government in business dealings.
3. File written indoctrinations concerning Standards of Conduct for
a period of 5 years.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3043.08.06 PREPARE MONTHLY PURCHASING SUMMARY REPORT

CONDITION(S): Given all purchasing instruments for the fiscal year and the reference.

STANDARD(S): The Purchasing Summary Report will be submitted to CMC monthly.

PERFORMANCE STEPS:

1. Review the reference.
2. Prepare the Purchasing Summary Report NAVMC 1057.
3. Submit the summary report to the supply officer/chief for approval.
4. Forward the original report and one copy to HQMC.
5. File a copy of the monthly purchasing summary report.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Sgt)

TASK: 3043.08.07 PREPARE PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL (NAVCOMPT 2277 OR DD FORM 1155)

CONDITION(S): Given the requirement to forward vendor's invoices for payment, NAVCOMPT 2277 (Voucher for Reimbursement and/or Collection), DD FORM 1155, vendor's invoices, and the references.

STANDARD(S): Prepare vouchers to be forwarded to the appropriate disbursing officer.

PERFORMANCE STEPS:

1. Review the references.
2. Consolidate all unpaid invoices.
3. Prepare a NAVCOMPT 2277 listing all unpaid invoices.
4. Forward an approved NAVCOMPT 2277, accompanied by completed DD FORM 1155s (supporting certified unpaid invoices), to the appropriate disbursing officer.

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REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4200.15G, USMC Purchasing Procedure Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (Sgt)

TASK: 3043.08.08 PREPARE BOARDING AND LODGING AGREEMENT (BLA)

CONDITION(S): Given the requirement to supply boarding and/or lodging and the reference.

STANDARD: Per the established requirements.

PERFORMANCE STEPS:

1. Review the reference.
2. Determine the boarding and lodging requirement.
3. Solicit competitive quotations for required services.
4. Evaluate quotations and select the vendor.
5. Prepare the BLA.
6. Obtain all required signatures.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3043.08.09 PREPARE BILLS OF LADING FOR COMMERCIAL TRANSPORTATION
OF SUPPLIES

CONDITION(S): Given the requirement to transport material, U.S. Government Bills of Lading (GBL), and the reference.

STANDARD(S): U.S. Government Bills of Lading will be prepared per the established requirements.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify the items to be transported and their destination.
3. obtain competitive quotations for transportation costs.
4. obtain authorization/transportation control number.

5. Prepare the GBL.
6. Obtain the receipt signature of the carrier's representative.

REFERENCE(S):

1. MCO P4600.14, DTMR VOL I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Reg
By (SSgt)

TASK: 3043.08.10 PROCESS GSA ADMINISTRATIVE SUPPLIES PHONE REQUEST

CONDITION(S): Given access to GSA phone order catalog, GSA requisition
form 3542, and local Standard Operating Procedure.

STANDARD(S): GSA phone orders will be appropriately documented.

PERFORMANCE STEPS:

1. Submit GSA requisition form 3542 to appropriate approval authority.
2. Consolidate requests.
3. Place approved items on order.
4. Receipt for supplies.
5. Distribute requested items to personnel authorized to receipt for
supplies.
6. Maintain files per current directives.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Reg
By (Sgt)

TASK: 3043.08.11 PROCESS INTERNATIONAL MERCHANTS PURCHASE AUTHORIZATION
CARD (IMPAC) PHONE OR PURCHASE REQUEST

CONDITION(S): Given an authorized IMPAC card holder, approved purchase
request document, local standing operating procedures, and the references.

STANDARD(S) : The file will contain the approved purchase request document
and IMPAC card statements.

PERFORMANCE STEPS:

1. Review the references.
2. Obtain authority to use IMPAC card with set limitations by unit
or activity.
3. Ensure IMPAC purchase request documents are approved by appropriate
authority.

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4. Place telephone orders, log in, coordinate with vendor for pickup or delivery.
5. Receipt for supplies.
6. Distribute as required and obtain signature.
7. If applicable pickup nonexpendable items on property records.
8. Validate and reconcile monthly statement.
9. Prepare monthly NAVCOMPT 2035, submit to purchasing officer for submission to DFAS Kansas City for payment.

REFERENCE(S):

1. GSA CONTRACT, GSA CONTRACT NUMBER 23F94031
2. MCO P4200.15G, USMC Purchasing Procedure Manual

ADMINISTRATIVE INSTRUCTIONS: IMPAC credit card holders must attend "MANDATORY" simplified IMPAC acquisition course at the local contracting office.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

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DUTY AREA 09 - CASH COLLECTION

TASK: 3043.09.01 PROCESS CASH MEAL PAYMENTS

CONDITION(S): Given instances of the sale of Packaged Operational Rations (PORS), NAVMC 10298, NAVCOMPT 2277, and the references.

STANDARD(S): All Cash Meal Payment Sheets will be appropriately maintained, accurately processed, and cash funds collected and distributed per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Provide adequate security/inventory control of serialized/controlled blank forms supporting the sale of PORS.
3. Obtain signatures on NAVMC 10298s for all PORS sold.
4. Provide adequate security on collected funds.
5. Deliver cash meal payments to the appropriate disbursing officer in a timely manner.
6. Forward a completed/signed copy of NAVCOMPT 2277 to higher headquarters, referencing serial number(s) of associated NAVMC 10298(s) for the sale of PORS.
7. Maintain completed NAVMC 10298s in the voucher file.

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO 10110.40B, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
3. MCO P10110.14L, Food Service Standing Operating Procedures
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Cpl)

TASK: 3043.09.02 PROCESS CASH SALES FOR GOVERNMENT PROPERTY

CONDITION(S): Given instances of cash sales for Government property, access to mechanized files, NAVMC 6, and the references.

STANDARD(S): All cash sales for Government property will be accurately processed.

PERFORMANCE STEPS:

1. Review the references.

2. Conduct cash sales for Government property.
3. Prepare NAVMC 6 for sale of Government property.
4. Provide adequate security for collected funds.
5. Process appropriate transactions for all sales of Government property appearing on unit property records.
6. Maintain completed NAVMC 6s and D7s in the voucher file.
7. Perform cash sales procedures.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3043.09.03 VERIFY THE PROCESSING OF CASH COLLECTION VOUCHERS

CONDITION(S): Given instances of collections of public funds, NAVMC 10298, NAVMC 6, NAVCOMPT 2114, NAVMC 604/604B, NAVCOMPT 2277, and the references.

STANDARD(S): All public funds will be turned in to the appropriate disbursing officer per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Supervise the preparation of NAVCOMPT 2277s for all cash collections for the sale of Government property, Packaged Operational Rations (PORs), uniform clothing, and other reimbursements.
3. Ensure funds collected are turned into the appropriate disbursing officer in a timely manner with all supporting documentation.
4. Verify counter signature of disbursing officer/agent is obtained to acknowledge receipt of funds.
5. Verify all sales of PORs are reported to appropriate higher headquarters accompanied by a completed copy of the NAVCOMPT 2277.
6. Maintain a completed copy of the NAVCOMPT 2277 in the voucher file.
7. Supervise the case collections and turn-in of funds.

REFERENCE(S) :

1. DOD 7000.14-R, Financial management Regulation
2. MCO P10110.14L, Food Service Standing Operating Procedures
3. MCO P4400.150D, Consumer Level Supply Manual
4. UM 4400-124, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3043.09.04 PROCESS CASH COLLECTION VOUCHERS

CONDITION(S): Given instances of collections of public funds, NAVMC 10298, NAVMC 6, NAVCOMPT 2114, NAVMC 604/604B, NAVCOMPT 2277, and the references.

STANDARD(S): All public funds will be turned into the appropriate disbursing officer per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare NAVCOMPT 2277s for all cash collections for the sale of Government property, PORs, uniform clothing, and other reimbursements.
3. Turn in funds collected to the appropriate disbursing officer in a timely manner with all supporting documentation.
4. Obtain the counter signature of disbursing officer/agent to acknowledge receipt of funds.
5. Prepare report to HQMC for all sales of Packaged Operational Rations (PORs) with completed copies of corresponding NAVCOMPT 2277s.
6. Maintain a completed copy of the NAVCOMPT 2277 in the voucher file.

REFERENCE(S) :

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P10110.14L, Food Service Standing Operating Procedures
3. MCO P4400.150D, Consumer Level Supply Manual
4. UM 4400-120, Asset Tracking for Logistics Supply System
5. UM 4400-124, SASSY Using Units Procedures
6. UM 4400-15, Organic Property Control

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INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

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DUTY AREA 10 - INTERMEDIATE SUPPLY LEVEL FUNCTIONS

TASK: 3043.10.01 MAINTAIN GENERAL ACCOUNT BALANCE FILE (GABF)

CONDITION(S): Given exceptions, daily histories, GABF, Due and Status File (DASF), Balance Analysis GABF, Unit Performance Report, access to mainframe support, and the references.

STANDARD(S): The asset posture of the GABF will exactly reflect actual on-hand quantities.

PERFORMANCE STEPS:

1. Review the references.
2. Review management reports.
3. Assign management codes as required.
4. Reconcile on-hand quantities on the GABF with actual on-hand quantities.
5. Identify and correct all discrepant quantities and situations and forward.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TASK: 3043.10.02 SUPERVISE INITIAL ISSUE PROVISIONING (IIP) PROJECT ITEM DISTRIBUTION

CONDITION(S): Given a requirement to provide support for a new item, IIP stocks, and the references.

STANDARD(S): All necessary initial support items will be positioned in the appropriate segments of the supply system.

PERFORMANCE STEPS:

1. Review the references.
2. Direct SASSY Management Unit (SMU) Operations Section to load IIP project upon receipt of COMMARCORLOGBASES, Albany message.
3. Review GABF for on-hand assets and cancelled unwanted dues.
4. Receipt for Class IX and SECREPS.

5. Review Source Maintenance Recoverability Code (SMRC) for items with tailored listings and separate Class IX (repair parts) and Secondary Reparables (SECREPs) for distribution.
6. Segregate IIP items by project, pending release by the FMF commander.
7. Report provision status report to MEF commander or Force commanders as applicable.
8. Upon direction from higher headquarters initiate release of project and inform COMMARCORLOGBASES, Albany.
9. Review release projects for protection by provisioning and project code from tailored listings.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
3. MCO P4400.79F, Provisioning Manual
4. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Sgt)

TASK: 3043.10.03 PROCESS DISPOSITION INSTRUCTIONS FOR MATERIAL RETURNS
PROGRAM (MRP) ITEMS

CONDITION(S): Given disposition instructions for excess material designated for rollback to the applicable Item Manager, the General Account Balance File (GABF), and the references.

STANDARD(S): All serviceable excesses identified on the GABF will be reported under the Material Returns Program and disposed of as directed by resulting disposition instructions.

PERFORMANCE STEPS:

1. SASSY Management Unit (SMU) Actions:
 - a. Review the references. Ensure that redistribution are performed (internal/external).
 - b. Initiate the MRP. Ensure follow-ups and cancellations are submitted.
 - c. Comply with disposition instructions. Coordinate with storage and General Account for the timely return of excesses, Coordinate with the supporting consolidated fiscal accounting office to ensure credits are received.
2. Nonautomated Unit actions:

- a. Review the references.
- b. Identify serviceable excesses.
- c. Request disposition instructions for reportable items under the MRP.
- d. Monitor disposition instruction requests and make required adjustments, as necessary.
- e. Comply with disposition instructions. Ensure materials are returned within indicated time.

REFERENCE(S) :

- 1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
- 2. UM 4400-123, FMF SASSY Management Unit Procedures
- 3. UM 4400-15, Organic Property Control
- 4. UM 4400-60, Material Returns Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (SSgt)

TASK: 3043.10.04 UPDATE MASTER HEADER INFORMATION FILE (MHIF)

CONDITION(S): Given a letter requesting MHIF update, an existing MHIF, and the references.

STANDARD(S): The review will ensure that changes are reflected on the updated MHIF.

PERFORMANCE STEPS:

- 1. Review the references.
- 2. Induct change transactions.
- 3. Reconcile all pending changes with the updated MHIF.

REFERENCE(S) :

- 1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
- 2. UM 4400-123, M SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3043.10.05 MAINTAIN REPARABLE ISSUE POINT ASSETS AND RECORDS

CONDITION(S): Given a Repairable Issue Point (RIP), secondary reparables, personal computer based computer system, and the references.

STANDARD(S): All secondary reparables will be budgeted, requisitioned, received, stored, issued, and accounted for per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Accurately plan and budget for all reparables under the Defense Business Operation Fund (DBOF) concept.
3. Reconcile the authorized secondary reparables on hand/due from maintenance with the total allowance quantities reflected on the maintenance float Consolidated Asset Listing (CAL).
4. Review the recommended buy list.
5. Induct requisitions for secondary reparables.
6. Process Marine Corps Integrated Maintenance Management System (MIMMS) transactions for issue and repair of secondary reparables.
7. Process receipts of secondary reparables from all sources.
8. Review Due and Status File (DASF).
9. Identify and correct all disparities.
10. Establish subissue points as required.
11. Conduct annual recomputation of allowances for secondary reparables.
12. Review all edit errors and exception reports and take appropriate corrective action.
13. Reconcile MIMNS Daily Process Report (DPR) with the CAL and DASF to validate all dues from repair.
14. Process requests for disposition instruction for controlled secondary reparables.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

TASK: 3043.10.06 COORDINATE REVIEW OF CLASS I MODULE OUTPUT ERRORS

CONDITION(S): Given access to Class I change module output, the reference, and notification message of change.

STANDARD(S): Output from module will be reviewed and problems identified and reported to system sponsor.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify any errors in data output.
3. Initiate corrective action.
4. Document error conditions.
5. Report error conditions to system sponsor.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3043.10.07 COORDINATE EXECUTION OF CLASS I DATA BASE UPDATE

CONDITION(S): Given customer data processing requests, control records file, and the reference.

STANDARD(S): Control cards submitted to the supporting Automated Service Center (ASC) will be complete, accurate, and appropriate for the requested process.

PERFORMANCE STEPS:

1. Identify recurring data processing requirements.
2. Identify nonrecurring data processing requirements.
3. Coordinate data processing requirements with the supporting ASC.
4. Ensure that the appropriate control cards are submitted with the run request to the ASC.
5. Schedule nonrecurring data processing, based on priority of customer requests.

REFERENCE(S):

1. UN 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3043.10.08 SUPERVISE CLASS 1 MONTHLY FIELD CHANGE PROBLEMS

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CONDITION(S): Given mainframe generated reports, monthly field change process, Master Data File Listing, and the reference.

STANDARD(S): Reports will be reviewed and free of errors.

PERFORMANCE STEPS:

1. Review the reference.
2. Catalog a data set with all Monthly Field Change data transactions (i.e., DMD,DMC) and XC transactions.
3. Schedule monthly field change with supported Automated Service Center to update MEGA Center Files.
4. Identify any errors in data output.
5. Initiate corrective action.
6. Document error conditions, if any.
7. Report error conditions to system sponsor.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3043.10.09 DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATIONS

CONDITION(S): Given the amount of supplies available, ability to transport supplies, supply priority established by the unit, and the references.

STANDARD(S): The plan will conform to the established priority and support the operation concept and mission objectives.

PERFORMANCE STEPS:

1. Review the references.
2. Write supply support plan to include guidelines for issue, storage, and transportation of all classes of supply.
3. Ensure compliance with the references, mission objectives, and concept of operations.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. MCO 4400.16G, Uniform Material Movement Issue and Priority System (UMMIPS)

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INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.10 PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE

CONDITION(S): Given a situation involving a deploying force, a list of sustainment requirements for the force, from an equipment density list Deployment Support Package Guide (DSPG), Time Phase Force Deployment Data (TPFDD), relevant Standing Operating Procedures, and the reference.

STANDARD(S): The deploying force's Sustainment requirements will be fully met per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Obtain sustainment requirements from the deploying force.
3. Calculate sustainment needs of the deploying force.
4. Source calculated sustainment needs of the deploying force.
5. Validate calculated sustainment against the TPFDD.
6. Fill all resulting shortfalls.
7. Maintain support while deployed.
8. Establish and execute rollback at completion of operations.

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (SSgt)

TASK: 3043.10.11 PROCESS STRATIFICATION DATA FOR STOCK FUNDED INTERMEDIATE SUPPLY ACTIVITIES

CONDITION(S): Given the references, the assumption values established by DOD and HQMC, access to the data files via 3270 emulation to the mainframe or access to the server.

STANDARD(s): Establish a uniform portrayal of asset requirements for stock funded accounts.

PERFORMANCE STEPS:

1. Review the references.
2. Input the inflation values, sales projections and other required data to the stratification file.

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3. Schedule batch execution of the stratification process.
4. Review reports and outputs.

REFERENCE(S):

1. DOD 4140.1-R, DOD Material Management Regulation
2. UM 4140-150, Stratification Users Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (SSgt)

TASK: 3043.10.12 MAINTAIN BALANCE STORES ACCOUNTING RECORDS

CONDITION(S): Given output from the Class I system, reconciliation listings from COMMARCORLOGBASES, access to computer applications via 3270 emulation, and the reference.

STANDARD(S): All errors in stores records will be corrected and the balances in the subsystems 04 and 07.

PERFORMANCE STEPS:

1. Review the reference.
2. Review daily output from the daily cycle and identify and correct all errors and exceptions.
3. Ensure weekly and monthly jobs are executed and errors identified and corrected.
4. Review and correct any discrepancies identified on the quarterly stores accounting reconciliation from COMMARCORLOGBASES, Albany.

REFERENCE(S):

1. UM 4400.76, DSSC Data Entry

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (SSgt)

TASK: 3043.10.13 PERFORM TECHNICAL RESEARCH DATA LOAD AND TRANSACTION

CONDITION(S): Given a Part Number (P/N), nomenclature, and or a National Stock Number/National Item Identification Number (NSN/NIIN) from supported customers, validate the technical data information, and prepare the appropriate tech data load/change information to the mainframe to enable transaction/requisitioning processes.

STANDARD(S): Tech data will be loaded to enable transactions to process.

PERFORMANCE STEPS:

1. Review the references.

2. Induct ZOE/ZNS transactions into the daily cycle.
3. Load nonsystem NSN/NIIN to the Master Header Information File (MHIF).
4. Prepare Monthly Field Change Data adjustment transactions (DND, DMC) for induction into the monthly field change cycle.
5. Forward tech data to COMHARCORLOGBASES, Tech Data Branch (Code 85) for cataloging at Defense Logistics Agency (DLA) for USMC as a user.

REFERENCE(S):

1. FEDLOG, Federal Logistic Data on Compact Disk
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (Cpl)

TASK: 3043.10.14 MAINTAIN THE REPARABLE ISSUE POINT CONSOLIDATED ASSET LISTING (CAL)

CONDITION(S): Given a CAL, automated data processing equipment, local Standard Operating Procedures, and the references.

STANDARD(S): All reparable assets will be properly loaded to the CAL and accounted for.

PERFORMANCE STEPS:

1. Review the references.
2. Conduct annual allowance recomputation.
3. Reconcile CAL and allowance with authorized allowance listing.
4. Identify and correct allowance disparities.
5. Reconcile on-hand and all due assets with authorized allowance.
6. Identify and initiate action to correct excesses and deficiencies.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, M SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (Cpl)

TASK: 3043.10.15 PROCESS CUSTOMER BACKORDERS FOR SECONDARY REPARABLES

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CONDITION(S): Given a Customer Backorder Listing (CBL) a customer requirement, a maintenance records status files, the reference, and local Standard Operating Procedures.

STANDARD(S): Customers backorders (B/O) will be filled by order of priority.

PERFORMANCE STEPS:

1. Review the reference.
2. Cross reference serviceable items.
3. Identify National Stock Number/National Item Identification Number (NSN/NIIN) listed on CBL and maintenance records status files.
4. Check priorities for all B/Os with same NSN/NIIN.
5. Process issues for B/O with highest priority.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status Files replacement term for Daily Process Report.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.16 RECONCILE CUSTOMER BACKORDER RECONCILIATIONS

CONDITION(S): Given a customer with a maintenance records status files, the Customer Backorder Listing (CBL), local Standing operating Procedures, and the reference.

STANDARD(S): Customer requirements will be reconciled bi-monthly.

PERFORMANCE STEPS:

1. Review the reference.
2. Reconcile pending backorder on the DPR with CBL.
3. Identify and disparities.
4. Initiate corrective action.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status Files - DPR
(Daily Process Report)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Cpl)

TASK: 3043.10.17 MAINTAIN THE REPARABLE ISSUE POINT (RIP) MAINTENANCE
DOCUMENT CONTROL FILE

CONDITION(S): Given a RIP maintenance document control file, copies of maintenance part requests, access to automated data processing equipment, maintenance representatives of the intermediate maintenance activity, local Standing Operating Procedures, and the reference.

STANDARD(S): The maintenance part request will be maintained current and reflect assets in the maintenance cycle.

PERFORMANCE STEPS:

1. Review the reference.
2. Reconcile maintenance part request with maintenance document control file.
3. Identify and correct disparities.
4. Conduct reconciliation with Intermediate Maintenance Activity (IMA) representatives.
5. Identify and correct disparities between IMA maintenance records status files and the maintenance document control file.
6. Retain maintenance part request until reparable are received from the IMA.
7. Update maintenance document control file on a daily basis.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Document Control File - ERO
Demands List

Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

Maintenance Records Status Files - DPR (Daily Process Report)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

TASK: 3043.10.18 PROCESS COMMERCIAL VENDOR REPARABLES

CONDITION(S): Given disposition instructions from the source of supply, local Standing Operating Procedures, and the reference.

STANDARD(S): Secondary reparable repaired by a commercial vendor are properly monitored.

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PERFORMANCE STEPS:

1. Review the reference.
2. Prepare reparableables for evaluation and process rollback transactions.
3. Build due from vendor Due and Status File (DASF) record.
4. Reconcile due from vendor DASF with quarterly Commercial Vendor Repair Status Report (CVRSR).
5. Prepare receipt transactions from reparableables received from vendor.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.19 PROCESS UNSERVICEABLE SECONDARY REPARABLES

CONDITION(S): Given unserviceable secondary reparableables maintenance order inspections tags (NAVMC 4700), local Standard Operating Procedures, and the references.

STANDARD(S): Unserviceable secondary reparableables will be processed for the maintenance cycle.

PERFORMANCE STEPS:

1. Review the references.
2. Accept and tag unserviceable turn-ins.
3. Process receipt transactions for condition code "F."
4. Prepare maintenance order.
5. EVAC (i.e., ship) item to appropriate maintenance activity.
6. Monitor item while in repair cycle.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order replacement term for Equipment Repair Order

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TASK: 3043.10.20 CONDUCT ITEM REVIEW AND STORAGE COMPUTATION

CONDITION(S): Given access to the parameter file, transaction output reports, available spending budget, tally reports, and the references.

STANDARD(S): Reorder/Reorder Points will be computed for operating stocks to support customer demands.

PERFORMANCE STEPS:

1. Review the reference.
2. Set the parameter SUE1, ASA, PDF, CDF, test or final mode, confidence levels, program change factors, cost to hold, cost order, stock criteria, exception criteria, seasonally, options and range criteria.
3. Review output reports and on-screen helps for reasonable value.
4. Review process with new PCF and confidence.
5. Release the stock run when the process has met expectations.
6. Prepare separate stock and or after forecast control data for specific range of MECs, CECs, WSC, or NSNs.

REFERENCE(S):

1. Stockage Computation DMFT Manual
2. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (SSgt)

TASK: 3043.10.21 PROCESS REDISTRIBUTION FOR REPARABLE ISSUE POINT

CONDITION(S): Given on-hand assets excesses over General Account Balance File (GAEF), Due and Status File (DASF), Item Review (I/R) reports, and the references.

STANDARD(S): Assets on hand or on order greater than the recommended from I/R will be returned via the Material Returns Program (MRP) or as directed to redistribute per current directives.

PERFORMANCE STEPS:

1. Review the references.
2. Validate new recommended I/R reorder change printout.
3. Validate excesses and actual on-hand.
4. Review pending Due and Status File.

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5. Process MRP assets (FTE).
6. Redistribute as directed, either dispose of or process appropriate adjustment.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. MCO P4400.82F, MUMMS Control Item Management Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: ERQ - Excess Requirement Quantity

GABF - General Account Balance File

DASF - Due and Status File

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.22 CONDUCT STATISTICAL ANALYSIS

CONDITION(S): Given a scenario where empirical data can be extracted, and analyzed into an appropriate mathematical formula.

STANDARD(S): Which provides meaningful data for management review.

PERFORMANCE STEPS:

1. Review the references.
2. Analyze performance measure desired.
3. Determine usable data and means of extracting the required data.

REFERENCE (S) :

1. LOTUS 1-2-3, LOTUS 1-2-3 Manual
2. LOTUS APPROACH, LOTUS Approach Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3043.10.23 MANAGE REDISTRIBUTION FOR GENERAL ACCOUNT

CONDITION(S): Based on maintenance float recomp (annual), mainframe Due and Status File (DASF), Consolidated Asset Listing (CAL) documentation supporting changes of on-hand allowance quantities, and the references.

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STANDARD(S): Assets on-hand or on order greater than the authorized allowance will be rolled back to the General Account (Stores Account Code (SAC) 1's with Source Maintenance Recoverability Code (SMRC) O,H,F,Z), WIR'd (control codes D,L,A).

PERFORMANCE STEPS:

1. Validate recomputation reports against the Consolidated Asset Listing (CAL).
2. Review pending Due and Status Files (DASF).
3. Report excess D,L,A, via WIR.
4. Identify excess O,H,F,Z to the General Account and induct.
5. Obtain approval of allowance changes from COMARCORLOGBASES, Albany, GA.
6. Dispose of redistribution assets as directed by disposition instructions from COMMARCORLOGBASES, Albany, GA.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. MCO P4400.82F, MUMMS Control Item Management Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.24 MONITOR CLASS I SYSTEM OUTPUT

CONDITION(S): Given 3270 emulation capabilities, access to the sever and system output, monitor system temporary generational, data programming language "ADABAS" files, and the reference.

STANDARD(S): Records will be reviewed for completeness and data integrity.

PERFORMANCE STEPS:

1. Review the reference.
2. Using ADHOC or menu driven programs, review files for evidence of proper subsystem processing.
3. Review system runbooks and output reports for evidence that input has processed.
4. Coordinate with supporting data processing personnel to research questions, identify corrective procedures to rectify, and conduct further research.
5. Resolve processing problems and reinduct input data.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.25 PREPARE ANNUAL BUDGET AT THE SASSY MANAGEMENT UNIT (SMU)

CONDITION(S): Given local budget guidance, commodity manager budgetary requirements, fund administrator management reports spending history, previous year budgets, and the reference.

STANDARD(S): Annual budget is prepared and submitted.

PERFORMANCE STEPS:

1. Review local budget guidance.
2. Review information affecting the budget, (e.g., prior year budget submissions, midyear review, fiscal reports, training schedule, using unit budget submission).
3. Review General Account and Reparable Issue Point usage and asset posture and output from the stratification when stock funded.
4. Consolidate requirements.
5. Construct draft budget.
6. Select prototypes and justify funding and deficiencies.
7. Forward draft for approval by OIC SMU or intermediate supply activity and commanding officer.
8. Submit approved annual budget to the comptroller.

REFERENCE(S):

1. MCO P7100.8K, Field Budget Guidance Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.26 ANALYZE DATA PROCESSING PROBLEMS AT THE SASSY MANAGEMENT UNIT (SMU)

CONDITION(S): Given systems programming errors, local Standing Operating Procedures, and the references.

STANDARD(S): Identify research for the errors and recommend a course of action.

PERFORMANCE STEPS:

1. Review system reallocation.

2. Reviewabend-aid listing.
3. Determine cause.
4. Recommend corrective action(s).
5. Rerun program.

REFERENCE(S):

1. ADABAS Error Messages
2. Multiple virtual storage MVS error messages

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.27 PERFORM DATA AND APPLICATION SECURITY

CONDITION(S): Given access to 3270 emulation or a personal computer security routine, local Standing Operating Procedures (SOP), and the references.

STANDARD(S): User access will be updated to enable users to perform their job.

PERFORMANCE STEPS:

1. Review the references.
2. Add, delete or modify access to SASSY Flat Files using Top Secret Security (TSS) system.
3. Grant access to Natural System and program commands, user views, and other Natural security.
4. Perform as controller for data entry and grant or deny access to processes and transactions.

REFERENCE(S):

1. Data Entry Maintenance Level Procedures
2. Natural Security Manual
3. Top Secret Security (TSS) Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3043.10.28 PREPARE PARAMETER TRANSACTIONS FOR SASSY CYCLE PROCESSING

CONDITION(S): Given a 3270 emulation process, data entry or personal computer based system, and prepare Parameter Transactions for the Batch Cycle Reports.

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ENCLOSURE (6)

STANDARD(S): Transactions must be complete and contain the correct information to produce the desired output and reports.

PERFORMANCE STEPS:

1. Review the reference.
2. Build transactions into data base.
3. Export data (if ROSCOE/TSO); Extract Transactions (if data entry); or Upload (if PC based CPU).

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.29 ANALYZE DATA PROCESSING PROBLEMS AND TREND ANALYSIS

CONDITION(S): Given a recycle reason coded error and the references.

STANDARD(S): Identify the reason for the processing failure and provide a course of action to rectify.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the corrective action for the transaction.
3. Resubmit the transaction.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

TASK: 3043.10.30 PREPARE MONEY VALUE GAIN LOSS (MVGL) NOTICES FOR THE
GENERAL ACCOUNT AND REPARABLE ISSUE POINT (RIP)

CONDITION(S): Given the MVGLs from the output, daily histories, voucher file, storage receipt retrieval access on micrographs, supporting documentation, and the references.

STANDARD(S): All MVGLs will be signed by the designated authority, (i.e. Commanding General of the FSSG, the Office-in-Charge (OIC) SASSY Management Unit (SMU), or the OIC of General Account or RIP).

PERFORMANCE STEPS:

1. Review the references.
2. Review the MVGL notice and provide causative research results narrative justification as required.
3. Obtain signature of approving authority.
4. File the WGL in the voucher file.

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TASK: 3043.10.31 CONDUCT ANNUAL PHYSICAL INVENTORY

CONDITION(S): Given automated data processing equipment, SASSY Management Unit (SMU) General Account, Storage Section, and the references.

STANDARD(S): Inventory successfully conducted annually with all necessary adjustments made accordingly.

PERFORMANCE STEPS:

1. Review the references.
2. Perform location verification.
3. Produce 1st, 2nd, 3rd count sheets.
4. Freeze NSNs.
5. Give to Storage OIC/NCOIC to conduct and monitor inventory.
6. Identify discrepancies.
7. Conduct research.
8. Prepare transactions (QKA, D8A, D9A, if applicable).

REFERENCE(S):

1. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual

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2. UM 4400-123, FMF SASSY Management Unit Procedures

3. UM 4400-170, Electronic Point of Sales

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3043.10.32 ANALYZE DATA PROCESSING PROBLEMS AT SASSY MANAGEMENT
UNIT (SMU) GENERAL ACCOUNT

CONDITION(S): Given document identifier, system transaction error listing,
local Standing Operating Procedures, and the reference.

STANDARD(S): Correctly identify transaction failure points and recommend
corrective action.

PERFORMANCE STEPS:

1. Review the reference.
2. Review the system transaction error listing.
3. Make liaison with appropriate Automated Service Center (ASC)
personnel.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

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MOS 3044, PURCHASING AND CONTRACTING SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3044.01.01 ESTABLISH PROSPECTIVE BIDDERS LIST

CONDITION(S): Given a telephone book, vendor catalog, completed SF 129s, any other form of trade catalogs, and the references.

STANDARD(S): A prospective bidders list will be maintained to provide various sources of supply. Suspended/debarred companies will not be on the list.

PERFORMANCE STEPS:

1. Obtain and maintain completed SF 129s.
2. Research telephone directories, vendor catalogs, trade catalogs, and SF 129s.
3. Compile research material into a usable commodity listing of vendor sources.
4. Review list of Parties Excluded From Federal Procurement and Nonprocurement Programs to ensure vendor's responsibility.
5. Maintain and update prospective bidders list as required.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Sgt)

TASK: 3044.01.02 REVIEW/DISTRIBUTE CORRESPONDENCE

CONDITION(S): Given vendor correspondence and office Standing Operating Procedures.

STANDARD(S): All correspondence will be accurately and appropriately distributed throughout the contracting office.

PERFORMANCE STEPS:

1. Receive and review correspondence.
2. Distribute correspondence.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

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ENCLOSURE (6)

TASK: 3044.01.03 PREPARE MONTHLY PROCUREMENT SUMMARY REPORT (DD FORM 1057)

CONDITION(S): Given a DD Form 1057, procurement data, and the references.

STANDARD(S): Monthly Procurement Summary (DD Form 1057) will be complete and accurate. It will be signed by the contracting officer and submitted per appropriate directives.

PERFORMANCE STEPS:

1. Prepare DD Form 1057 per the reference.
2. Submit DD Form 1057 for verification and signature.
3. Submit DD Form 1057 to Headquarters, Marine Corps within required time limitation.

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3044.01.04 DISTRIBUTE AWARDED PURCHASING INSTRUMENTS

CONDITION(S): Given a procurement instrument, a reproduction machine, and the references.

STANDARD(S): Reproduce and distribute appropriate copies of purchase instruments to all required activities.

PERFORMANCE STEPS:

1. Reproduce numbers of copies per the references.
2. Distribute copies to appropriate activities.

REFERENCE (S) :

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. FAR, Federal Acquisition Regulations
3. MCO P4200.15G, USMC Purchasing Procedure Manual
4. NAPS, Naval Acquisition Procedures Supplement

5. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Sgt)

TASK: 3044.01.05 MAINTAIN CONTRACT FILES

CONDITION(S): Given contracting instruments and the references.

STANDARD(S): Ensure all contract files are available for review upon demand and disposed of in a timely manner per the references.

PERFORMANCE STEPS:

1. Establish and maintain contract files, in consecutive number sequence segregated as to "completed" and "pending."
2. Review purchase files for adequate purchase documentation to substantiate purchasing transactions.
3. Closeout contract files per the references.
4. Establish and maintain contract archives per the references.
5. Dispose of contract records and files per the references.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Sgt)

TASK: 3044.01.06 PERFORM ANNUAL BLANKET PURCHASE AGREEMENT (BPA) FILE
AUDIT

CONDITION(S): Given a BPA, call review report (NAVSUP Form 1328), BPA files, call records, and the references.

STANDARD(S): The BPA files are reviewed annually to ensure that proper procedures are being followed per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Conduct audit of the BPA files per the references.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual

3. NAPS, Naval Acquisition Procedures Supplement

4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3044.01.07 PREPARE FOLLOW-UP ON DELINQUENT ORDERS

CONDITION(S): Given a delinquent procurement instrument/file, office SOP, and the reference.

STANDARD(S): All delinquent procurement instruments receive follow-up action in a timely manner.

PERFORMANCE STEPS:

1. Review pending/open procurement instruments for delinquent shipments.
2. Contact the contractor to determine status of the overdue shipment.
3. Negotiate delivery terms.
4. Document the action that will be taken to rectify the overdue shipment.
5. Inform using unit of action taken.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Sgt)

TASK: 3044.01.08 REVIEW COMPLETED PURCHASE REQUESTS FOR COMPLETENESS AND ACCURACY

CONDITION(S): Given a completed purchase request containing an unclear purchase description and/or format errors and the references.

STANDARD(S): All reviewed purchase requests will contain clear and complete item descriptions.

PERFORMANCE STEPS:

1. Review purchase request from using unit.
2. Review purchase request for all required/appropriate information.

3. Review purchase description for possible brand name or equal/sole source justification requirements.
4. Ensure the requirements do not exceed the minimum Government needs.
5. Review purchase requests for split requirements.
6. Consolidate like item commodities to reduce administrative costs.
7. Distribute purchase requests to appropriate buyer.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3044.01.09 PREPARE CASE FILE FOR UNAUTHORIZED COMMITMENT

CONDITION(S): Given an unauthorized commitment and the references.

STANDARD(S): All documentation is present prior to submission. The unauthorized commitment case file is forwarded to the Commandant of the Marine Corps (Code LB).

PERFORMANCE STEPS:

1. Review and prepare documentation required to ratify the unauthorized commitment.
2. Submit the case file to the Commandant of the Marine Corps (Code LB) per the reference.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3044.01.10 PROCESS CONGRESSIONAL INQUIRIES

CONDITION(S): Given official congressional inquiries and the references.

STANDARD(S): A written response will be prepared within 5 working days.

PERFORMANCE STEPS:

1. Obtain the facts pertaining to the Congressional Inquiry.
2. Combine and prepare determinations and findings for the Commandant of the Marine Corps (Code L).
3. Submit paragraph to the Commandant of the Marine Corps (Code L) per the references.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures
5. SECNAVINST 5216.5D, Correspondence Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (MSgt)

TASK: 3044.01.11 MAINTAIN VENDOR CATALOGS

CONDITION(S): Given access to an established vendor catalog file containing outdated GSA and civilian catalogs, outdate price lists, missing civilian supplied item catalogs, a list of Federal Supply Code (FSC) numbers, and the references.

STANDARD(S): A comprehensive selection of product catalogs, civilian catalogs, and GSA catalogs will be maintained.

PERFORMANCE STEPS:

1. File and maintain civilian catalogs in alphabetical order.
2. File and maintain GSA catalogs in FSC class order.
3. Remove and discard outdated catalogs.
4. Order replacements for missing and outdated catalogs.

REFERENCE(S):

1. DOD PAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3044.01.12 ENSURE SAFEKEEPING OF QUOTATIONS AND BIDS

CONDITION(S): Given quotations under \$100,000 and over \$100,000, a bid box, and the references.

STANDARD(S): Ensure all necessary security precautions are enforced concerning bids and quotations.

PERFORMANCE STEPS:

1. Ensure quotations under \$100,000 are safeguarded and discreetly handled per the references.
2. Ensure all bids over \$100,000 are safely secured in bid box per the references.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3044.01.13 MAINTAIN STANDARDS OF CONDUCT FILES

CONDITION(S): Given a certification statement and the references.

STANDARD(S): The Standards of Conduct files shall be maintained such that contracting personnel can read and understand the references to avoid conflict of interest or even appearance of conflict of interest. The file will contain signed certification by all personnel required to read the file. Certification statements will be maintained for 5 years.

PERFORMANCE STEPS:

1. Ensure all personnel representing the Government in business dealings read and understand the references.
2. Ensure all subject personnel sign certification statements.
3. File and maintain certification statements.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations

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2. MCO 5370.3E, Standards of Conduct & Government Ethics
3. MCO P4200.15G, USMC Purchasing Procedure Manual
4. NAPS, Naval Acquisition Procedures Supplement
5. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures
6. SECNAVINST 5370.2J, Standards of Conduct and Government Ethics

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

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6-D-8

DUTY AREA 02 - PERSONNEL MANAGEMENT AND TRAINING

TASK: 3044.02.01 ESTABLISH GOVERNMENT WIDE COMMERCIAL PURCHASE CARD (GCPC) PROGRAM

CONDITION(S) : Given written approval from CMC (Code LBO) and the references.

STANDARD(S): Establish a GCPC program.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the need for a GCPC program.
3. Establish card limitations, an approving official, and cardholder(s).
4. Submit the required documentation to higher headquarters.

REFERENCE(S) :

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. FAR, Federal Acquisition Regulations
3. MCO P4200.15G, USMC Purchasing Procedure Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3044.02.02 DIRECT PERSONNEL ADMINISTERING PURCHASING FUNCTIONS

CONDITION(S): Given access to a purchasing section, purchase requisitions, purchase orders, purchase order files, follow-up files, General Services Administration (GSA) schedules, mandatory supply schedules, and the references.

STANDARD(S): Ensure personnel efforts maximize purchasing functions efficiently.

PERFORMANCE STEPS:

1. Ensure the purchase requests are assigned to appropriate buyers.
2. Ensure purchase requests are prioritize and are sequenced by date received.
3. Ensure follow-up procedures are being performed on priority purchases and purchases which have delinquent delivery dates.
4. Perform random inspection on reports of property received (RPRs), matching RPRs with the dealers' invoices.
5. Ensure Blanket Purchase Agreements do not exceed set dollar amount.
6. Ensure purchases are made using General Services Administration (GSA) or other mandatory schedules, as required.

REFERENCE(S) :

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (GySgt)

TASK: 3044.02.03 PROVIDE INSTRUCTIONS ON PURCHASING PROCEDURES AND REGULATIONS TO USING UNITS

CONDITION(S): Given a classroom setting, representatives from using units, completed purchasing forms, and the references.

STANDARD(S): Provide instruction on Blanket Purchase Agreements, Government Commercial Purchase Card Program, and purchase requisitions to using units.

PERFORMANCE STEPS:

1. Provide instruction on submission procedures for purchase requisitions.
2. Identify purchase action dollar value limitations.
3. Identify delivery time limitations.
4. Describe purchasing chain of command.
5. Provide overview of purchasing follow-up system.
6. Provide guidance on safekeeping procedures and vendor contracts prior to and after submission of purchase request.

REFERENCE(S) :

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOZT (Standard) Sustainment (36) Req By (GySgt)

TASK: 3044.02.04 PERFORM AS PURCHASING/ORDER OFFICER

CONDITION(S): Given a delegation of authority letter or SF 1402 and the references.

STANDARD(S): Ensure all orders/purchases are per the law and in the best interest of the Government.

PERFORMANCE STEPS:

1. Complete appropriate training as required by the references.
2. Receive appointment letter per the reference.
3. Perform purchasing officer duties per paragraphs 2101 and 2302 of MCO P4200.15G.
4. Perform ordering officer duties per paragraphs 2101 and 2302 of MCO P4200.15G.

REFERENCE(S) :

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (GySgt)

TASK: 3044.02.05 CONDUCT PURCHASING AND CONTRACTING ON-THE-JOB TRAINING (OJT) PROGRAM

CONDITION(S): Give access to a purchasing and contracting unit, newly assigned personnel, and the references.

STANDARD(S): A 6 month OJT schedule will be developed to train newly assigned personnel in purchasing and contracting procedures.

PERFORMANCE STEPS:

1. Plan for formal training on newly assigned personnel.
2. Task new personnel to perform basic functions within the purchasing office.
3. Closely supervise new personnel.
4. Assign MOS 3044, as appropriate.

REFERENCE(S) :

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

ADMINISTRATIVE INSTRUCTIONS: MOS 3044 will be assigned upon successful completion of either 6 months of OJT or the Procurement Specialist Course.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (GySgt)

TASK: 3044.02.06 REVIEW WEEKLY BUYERS PRODUCTION/STATUS REPORT

Appendix D to
ENCLOSURE (6)

CONDITION(S): Given a manual or computer-generated report listing the current status of all in-house requisitions, a prioritized list of requisitions, and a buyer's production report.

STANDARD(S): The computer-generated report or manual log listing all current requisitions being worked in the purchasing unit will be reviewed. Requisition status and potential problems will be identified.

PERFORMANCE STEPS:

1. Review reports to identify trends in requisitions completed, pending, and received, with no action taken.
2. Identify timeliness problems in the processing of requisitions by buyers.
3. Initiate corrective action on problem areas identified.
4. Ensure corrective action has been completed.

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
2. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (MSgt)

TASK: 3044.02.07 PROCESS APPOINTMENT LETTERS

CONDITION(S): Given the authority and the references.

STANDARD(S): All appointment letters will be in compliance with the references and maintained for a period of 5 years.

PERFORMANCE STEPS:

1. Process the approving official and cardholder appointment letters.
2. Process the purchasing officer appointment letter.
3. Process the ordering officer appointment letter.
4. File the appointment letters.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

DUTY AREA 03 - OPERATIONS FUNCTIONS

TASK: 3044.03-01 OPERATE AUTOMATED DATA PROCUREMENT SYSTEM

CONDITION(S): Given access to computer equipment and the references.

STANDARD(S): The computer equipment will be operated in an efficient manner. The computer system will be available to contracting personnel not less than 90 percent of the time. Data will be periodically and frequently backed up to prevent loss of critical information.

PERFORMANCE STEPS:

1. Act as the system manager for the procurement system.
2. Ensure essential information is processed to meet requirements of the purchasing and contracting section.
3. Ensure data is backed up.

REFERENCE(S):

1. Computer Equipment User's Guide

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6)
Req By (Sgt)

Appendix D to
ENCLOSURE (6)

DUTY AREA 04 - SIMPLIFIED ACQUISITION PROCEDURES

TASK: 3044.04.01 PROCESS DELIVERY ORDERS UNDER EXISTING CONTRACTS

CONDITION(S): Given valid requirements, Federal Supply Schedules (FSS), indefinite delivery contracts, and the references.

STANDARD(S): All existing contracts shall be used to the maximum extent possible.

PERFORMANCE STEPS:

1. Review item description to ascertain if the item is carried on an existing Government contract (Federal prison industries, blind made products, etc) .
2. Review dollar value to ensure that all dollar limitation requirements are met (i.e., NAVMC Form 4380, DD Form 350, DD Form 1784) .
3. Review minimum and maximum ordering limitations contained within the contract.
4. Review required delivery date, to ensure that delivery can meet the Government requirement.
5. Perform cost comparison on multiple award contracts to ensure the Government is getting a fair and reasonable price.
6. Place delivery order.

REFERENCE(S):

1. DOD PAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. FAR, Federal Acquisition Regulations
3. MCO P4200.15G, USMC Purchasing Procedure Manual
4. NAPS, Naval Acquisition Procedures Supplement
5. NAVSUP, Naval Supply Manual
6. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3044.04.02 PROCESS RECEIVING REPORTS

CONDITION(S): Given material inspections, receiving reports, Report of Property Received (RPRs), purchase file, and the references.

STANDARD(S): Ensure receiving reports are processed and correctly filed in the proper purchase file. The purchase file will provide a complete audit trail of purchasing, receiving, and payment actions.

PERFORMANCE STEPS:

1. Obtain receiving reports from receiving activity.
2. Review receiving reports for complete or partial/delivery status.
3. Identify discrepancies.
4. Provide for follow-up action on partial deliveries and take corrective action on discrepancies.
5. File receiving reports.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Sgt)

TASK: 3044.04.03 PREPARE BLANKET PURCHASE AGREEMENT (BPA)

CONDITION(S): Given a written request for a EPA and the references.

STANDARD(S): All requests for new BPAs will be processed in a timely fashion and in the appropriate manner.

PERFORMANCE STEPS:

1. Review existing BPAs for requested commodity area.
2. Determine if a new vendor is required for BPAs based upon existing BPAs.
3. Verify that the new vendor is responsive and responsible.
4. Issue the BPA per the references.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3044.04.04 UPDATE BLANKET PURCHASE AGREEMENT (BPA)

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ENCLOSURE (6)

CONDITION(S): Given a BPA and the references.

STANDARD(S): The BPA will be reviewed and updated annually, or as required.

PERFORMANCE STEPS:

1. Conduct annual BPA review.
2. Make necessary changes as required.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3044.04.05 PREPARE AMENDMENTS/MODIFICATIONS TO SOLICITATIONS AND
PURCHASE INSTRUMENTS

CONDITION(S): Given the solicitation or purchase instrument, a request for change, and the references.

STANDARD(S): Change requests will be validated and changes made which are in the best interest of the Government. Amendments/modifications will be prepared per the references.

PERFORMANCE STEPS:

1. Review change request for appropriateness.
2. Determine if change will be unilateral or bilateral.
3. Prepare amendment/modification.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3044.04.06 PERFORM AS A GOVERNMENT WIDE COMMERCIAL PURCHASE CARD (GCPC) CARDHOLDER

CONDITION(S): Given appointment/acceptance letters, a Visa credit card, appropriate forms, and the references.

STANDARD(S): The monthly statement of account will be reconciled and all GCPC buys made per the references.

PERFORMANCE STEPS:

1. File and maintain appointment, acceptance letters and Visa card information received from the bank.
2. Safeguard credit card in accordance with command policy.
3. Ensure only authorized GCPC purchases are executed.
4. Reconcile GCPC monthly statement of account and provide to approving official for certification.
5. Maintain GCPC pending and completed files.

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. FAR, Federal Acquisition Regulations
3. MCO P4200.15G, USMC Purchasing Procedure Manual
4. NAPS, Naval Acquisition Procedures Supplement
5. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Sgt)

TASK: 3044,04.07 PREPARE PURCHASE ORDER INVOICE VOUCHER (SF 44)

CONDITION(S): Given blank SF 44 and the references.

STANDARD(S): Execute the SF 44 when no other small purchasing method applies. Preparation of the SF 44 will be per the references.

PERFORMANCE STEPS:

1. Prepare an SF 44.
2. Provide adequate security and safeguards for the SF 44.

REFERENCE(S):

1. MCO P4200.15G, USMC Purchasing Procedure Manual

Appendix D to
ENCLOSURE (6)

2. NAPS, Naval Acquisition Procedures Supplement

3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3044.04.08 PROCESS MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS

CONDITION(S): Given a Military Interdepartmental Purchase Request (MIPR)
and the reference.

STANDARD(S): MIPR will be processed per the reference.

PERFORMANCE STEPS:

1. Review and process equipment.
2. Maintain a copy of the MIPR in the purchasing files.

REFERENCE(S):

1. DOD FAR Supplement, Parts 8.7006-1 through 8.7018

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3044.04.09 SELECT SIMPLIFIED ACQUISITION PROCEDURE

CONDITION(S): Given a valid requirement and the references.

STANDARD(S): A purchase method will be selected which is determined to
be most suitable to the immediate requirement and which will accomplish
the transaction in the most efficient and economical manner, subject to
the limitations imposed.

PERFORMANCE STEPS:

1. Prior to selecting an open market method, review all existing
Government contracts to ensure there are no established contracts
available upon which to place a delivery order.
2. Review small business set aside (Public Law 95-507), \$2,500 and up.
3. Review for competitive requirements of \$2,500 and up.
4. Review for synopsis requirement of \$25,000 (\$10,000 if sole-source).
5. Review for wage determination requirement of \$2,500 and up.
6. Review for required determination and findings.
7. Determine whether solicitation will be a Request for Quotation
(RFQ) or oral.
8. Solicit quotations from selected vendors.

9. Make award selecting method purchase:
- a. Blanket Purchase Agreement Call.
 - b. Government Commercial Purchase Card (GCPC).
 - c. Firm Fixed Price Purchase Order.
 - d. Un-priced Purchase Order.

REFERENCE(S) :

- 1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
- 2. FAR, Federal Acquisition Regulations
- 3. MCO P4200.15G, USMC Purchasing Procedure Manual
- 4. NAPS, Naval Acquisition Procedures Supplement
- 5. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

DUTY AREA 05 - FORMAL CONTRACT FUNCTIONS

TASK: 3044.05.01 PROCESS PURCHASE REQUESTS FOR FOREIGN MADE PRODUCTS

CONDITION(S): Given a valid purchase request and the references.

STANDARD(S): All requirements for foreign made items are approved by the Commandant of the Marine Corps (Code LB).

PERFORMANCE STEPS:

1. Review purchase requirement to determine if it is solely a foreign made item or if an American made item is acceptable.
2. If only foreign made item is acceptable, prepare written justification for approval by the Commandant of the Marine Corps (LB), as required. If the American item is acceptable, follow small purchasing procedures.
3. Ensure Customs Declaration is filed with the U.S. Customs Office.
4. Upon receipt of approval from the Commandant of the Marine Corps (LB), effect purchase.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (GySgt)

TASK: 3044.05.02 PREPARE DELINQUENCY LETTER

CONDITION(S): Given a delinquent procurement instrument and the references.

STANDARD(S): All substantial delinquent procurements will be handled in a timely manner.

PERFORMANCE STEPS:

1. Issue "Cure Notice" if contract is to be terminated for default prior to delivery date.
2. Issue "Show Cause Notice" only if there is not adequate time to issue cure notice (10 days or more).

REFERENCE(S):

1. FAR, Federal Acquisition Regulations

2. NAPS, Naval Acquisition Procedures Supplement

3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (GySgt)

TASK: 3044.05.03 PREPARE INDIVIDUAL PROCUREMENT ACTION REPORT (DD FORM 350)

CONDITION(S): Given a DD Form 350, an awarded contract, an appropriate coding manual and the references.

STANDARD(S): The DD Form 350 will be prepared in a complete and accurate manner. It will be signed by the contracting officer and submitted per the references.

PERFORMANCE STEPS:

1. Prepare a DD Form 350.
2. Submit the DD Form 350 for verification and signature.
3. Submit the DD Form 350 to the Commandant of the Marine Corps (LB), within required time limitation.

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (GySgt)

TASK: 3044.05.04 PREPARE PROTEST CASE FILES

CONDITION(S): Given the contractors written/oral protest and the references.

STANDARD(S): All protests will be immediately forwarded to the Commandant of the Marine Corps (Code LB).

PERFORMANCE STEPS:

1. Receive protest from vendor.
2. Notify the Commandant of the Marine Corps (Code LB) immediately.
3. Upon notification from the Commandant of the Marine Corps (Code LB) that a formal protest has been lodged with General Accounting Office, furnish requested information.

Appendix D to
ENCLOSURE (6)

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO P4200.15G, USMC Purchasing Procedure Manual
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (GySgt)

TASK: 3044.05.05 PREPARE REQUEST FOR PROPOSAL (RFP)

CONDITION(S): Given a valid purchase request and the references.

STANDARD(S): The solicitation will be prepared, negotiations will be conducted, and contract awarded using the "Contracting By Negotiations" method. The RFP will be prepared per the references.

PERFORMANCE STEPS:

1. Review part 6 of the Federal Acquisition Regulations to ensure proper authority is cited for other than full and open competition.
2. Prepare solicitation (RFP).
3. Receive and safeguard proposals.
4. Evaluate and hold discussions with vendors.
5. Make award.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3044.05.06 AWARD INVITATION FOR BID (IFB)

CONDITION(S): Given a valid purchase request and the references.

STANDARD(S): The contract will be prepared, solicitation made, and contract awarded using the sealed bid method of contracting.

Appendix D to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Prepare solicitation of IFB using uniform contract format contained in the references.
2. Determine solicitation and contract clauses as required.
3. Submit for business clearance as required.
4. Prepare synopsis and publicize solicitation.
5. Conduct prebid conference if required.
6. Conduct bid opening.
7. Award contract.
8. Prepare unsuccessful bid letters.
9. Publicize award.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3044.05.07 ADMINISTER CONTRACTS

CONDITION(S): Given an awarded contract and the references.

STANDARD(S): The awarded contracts will be administered in a complete and accurate manner per the references.

PERFORMANCE STEPS:

1. Review contract for all required documentation.
2. Ensure that all clauses and conditions are intact and adhered to in full.
3. Prepare unilateral or bilateral modifications as required.
4. Closeout contract upon completion.

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement

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ENCLOSURE (6)

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3. NAVSUPINST 4200.85C, Dept of Navy Simplified Acquisition Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

Appendix D to
ENCLOSURE (6)

6-D-24

MOS 3051, WAREHOUSE CLERK

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3051.01.01 MAINTAIN WAREHOUSE PUBLICATIONS

CONDITION(S): Given access to warehouse publication files and the reference.

STANDARD(S): All required publications to support the supply warehouse will be on hand or on order.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify required publications to unit S-1.
3. Inventory publications on hand.
4. Place deficiencies on order through unit S-1.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Cpl)

TASK: 3051.01.02 PREPARE WAREHOUSE PLANOGRAPH

CONDITION(S): Given building measurements, storage measurements, storage area purpose, storage container measurements, fire regulations, graph paper, and the references.

STANDARD(S): The planograph will show the utilization of all space and serve as a guide for a new warehouseman.

PERFORMANCE STEPS:

1. Determine measurements of warehouse to be drawn.
2. Identify the location of all poles, supports, and aisles.
3. Show row number and direction of travel on planograph.
4. Show bin and bulk storage locations.
5. Show office spaces and any permanent warehouse structures.
6. Ensure optimum utilization of available space.

Appendix E to
ENCLOSURE (6)

7. Ensure receiving areas, shipping areas, cross aisles, main aisles, and fire aisles are clearly marked.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3051.01.03 PREPARE PAPERWORK FOR DATA ENTRY

CONDITION(S): Given inspection results, inventory, counts, reconciliations, surveys, stock transfers, other supply data requiring, and the references.

STANDARD(S): The data will be organized, complete, and accurate before submission to clerks for data entry.

PERFORMANCE STEPS:

1. Separate the data type of transaction.
2. Ensure that the data is complete and accurate.
3. Submit the data to the data entry section.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (Pvt)

TASK: 3051.01.04 ESTABLISH WAREHOUSE SECURITY PROCEDURES

CONDITION(S): Given the reference, access to a warehouse, and a list of items stocked in the warehouse.

STANDARD(S): Warehouse security procedures will be established to ensure that items stored in the warehouse are secure from internal and external threat.

PERFORMANCE STEPS:

1. Determine security requirements for each item.

2. Identify required physical security measures for Small Arms Serialization Program (SASP) and sensitive materials to be stored.
3. Ensure that all unauthorized personnel are escorted in areas where Government property is stored.
4. Ensure that items of high dollar value and weapons parts are kept in a safe or controlled area.
5. Establish a security checklist and access roster.
6. Educate all warehouse personnel on security procedures.

REFERENCE(S) :

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

TASK: 3051.01.05 ESTABLISH WAREHOUSE SAFETY PROCEDURES

CONDITION(S): Given access to a warehouse, a list of supplies stored in the warehouse, and the references.

STANDARD(S): Safety requirements will be established to ensure a safe and manageable warehouse.

PERFORMANCE STEPS:

1. Determine the safety requirements for the type of supplies to be stored in the warehouse.
2. Determine Material Handling Equipment (MHE) availability.
3. Determine material compatibility.
4. Establish procedures for the use of safety equipment such as helmets and sound suppressors.
5. Establish procedures for safe equipment usage.
6. Establish policy to ensure warehouse spills are cleaned up immediately and that hazardous material spills are reported to higher authority.
7. Determine location of fire safety equipment and assign personnel to man them in case of fire.
8. Establish procedures for the stacking of pallets.
9. Determine adequate aisle width requirement.
10. Educate all warehouse personnel on safety procedures.

Appendix E to
ENCLOSURE (6)

REFERENCE(S):

1. OSHA Manual
2. DOD 4145.19-R-1, Storage and Materials Handling
3. DOD 6055.1, DOD, Occupational Safety & Health (OSH) Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

TASK: 3051.01.06 REVIEW UNSATISFACTORY MATERIAL QUALITY DEFICIENCY
REPORT (QDR)

CONDITION(S): Given a completed QDR and the reference.

STANDARD(S): The report will be reviewed for completeness and clarity. All deficiencies will be identified and corrective action will be initiated as required.

PERFORMANCE STEPS:

1. Review the report for completeness and clarity.
2. Verify that all deficiencies are identified.
3. Initiate corrective action as necessary.
4. Ensure that corrective action is accomplished.

REFERENCE(S):

1. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

TASK: 3051.01.07 PREPARE EQUIPMENT CUSTODY RECEIPT (ECR) CARD

CONDITION(S): Given a blank ECR card and the references.

STANDARD(S): Items will not be temporarily loaned without proper authority. The ECR card will be accurate, complete, and signed by an individual authorized by the receiving unit.

PERFORMANCE STEPS:

1. Obtain authorization for temporary loan.
2. Provide full name of responsible unit and account number, if applicable.
3. Indicate all serial numbers on reverse side of ECR.
4. Review ECR card to ensure it is properly completed with all information.

REFERENCE(S) :

- 1. UM 4400-124, SASSY Using Units Procedures
- 2. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3051.01.08 PREPARE MAINTENANCE ORDER

CONDITION(S): Given the reference, a blank maintenance order, and an item requiring repair.

STANDARD(S): The maintenance order will be correctly completed per the references. The work to be performed will be properly identified.

PERFORMANCE STEPS:

- 1. Determine the repair echelon of maintenance.
- 2. Provide a description of the work to be performed.
- 3. Prepare the maintenance order with all necessary information related to the item to be repaired.

REFERENCE(S) :

- 1. TM 4700-15/1, Equipment Recording Procedures
- 2. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.01.09 PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS

CONDITION(S): Given the requirement to repair/replace components of end items stored in the supply warehouse, a maintenance order, a maintenance part request, SL-3/4, Field Manuals (as applicable), and the references.

STANDARD(S): Maintenance part requests for all repair parts/components will contain required information.

PERFORMANCE STEPS:

- 1. Review the references.
- 2. Identify required parts/components.
- 3. Ensure a maintenance order is established.

4. Prepare maintenance part request.
5. Induct maintenance part request into update.
6. Monitor status until completed.

REFERENCE(S):

1. TM 4700-15/1, Equipment Recording Procedures
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)

Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3051.01.10 AUDIT THE UNIT OPERATING STOCK LISTING FOR ROLLBACK AND DISPOSAL TRANSACTIONS

CONDITION(S): Given exceptions, daily histories, a unit operating stock listing, and the references.

STANDARD(S): All serviceable excess and unserviceable material will be identified for disposal or rollback.

PERFORMANCE STEPS:

1. Review the references.
2. Identify all serviceable excess on the unit operating stock listing.
3. Identify all unserviceable material on the unit operating stock listing.
4. Identify all discrepant quantities on the unit operating stock listing.

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Unit Operating Stock Listing - LUBF (Loaded Unit Balance File)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36) Req By (Cpl)

TASK: 3051.01.11 REVIEW THE DOCUMENT CONTROL FILE

CONDITION(S): Given a Document Control File and the references.

STANDARD(S): All pending documents with shipping status will be identified on the Document Control File.

PERFORMANCE STEPS:

1. Review each document on the Document Control File.
2. Identify documents with shipping status.
3. Locate and verify type and date of status.
4. Take appropriate action to reconcile/correct discrepant conditions.

REFERENCE(S):

1. UN 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Document Control File - Due and Status File

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Cpl)

TASK: 3051.01.12 PREPARE ISSUE TRANSACTION DOCUMENT

CONDITION(S): Given the reference and a blank transaction document (DD Form 1348).

STANDARD(S): All required information on the DD Form 1348 will be clear and complete.

PERFORMANCE STEPS:

1. Determine which DD Form 1348 is to be used for the transaction.
2. Fill in all vital information on DD Form 1348.
3. Ensure all information is clear and precise to include Nation Stock Number/National Item Identification Number (NSN/NIIN), unit of issue, and quantity.
4. Review DD Form 1348 for any discrepancies before submitting for authorization signature.

REFERENCE(S):

1. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3051.01.13 PREPARE REPORT OF DISCREPANCY (ROD)

CONDITION(S): Given a blank ROD, a description of items lost, damaged, or destroyed in transit, and the references.

STANDARD(S): Completed ROD will be free of discrepancies that may delay action being taken on items lost or damaged. Information provided will be legible and complete.

PERFORMANCE STEPS:

1. Determine quantity of items lost, damaged, or destroyed.
2. Determine unit price.
3. Calculate total price of item.
4. Determine National Stock Number/National Item Identification Number (NSN/NIIN) and nomenclature of item.
5. Determine whether or not carrier, Traffic Management Office, or consignee is liable for damage or loss.
6. Provide description of problem.
7. Ensure ROD is complete and all required information noted.
8. Request assistance from supervisory personnel as required.

REFERENCE(S):

1. UM 4400-124, SASSY Using Units Procedures
2. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (Pvt)

TASK: 3051.01.14 PREPARE REPORT OF INVENTORY DISCREPANCIES

CONDITION(S): Given a local form, inventory discrepancies list, and the references.

STANDARD(S): The report will include a list of all items, document numbers, and NSN/NIIN. Report will be free of grammatical and typographical errors and will follow standard Naval correspondence format.

PERFORMANCE STEPS:

1. Check the nomenclature.
2. Verify the document numbers and the NSN/NIINs.
3. Ensure the quantities are correct.
4. Prepare report.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. SECNAVINST 5216.5D, Correspondence Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Cpl)

TASK: 3051.01.15 PROVIDE INPUT ON FUNCTIONAL REQUIREMENTS FOR MILITARY
WAREHOUSE CONSTRUCTION

CONDITION(S): Given information concerning a warehouse construction project,
current workload records, Material Handling Equipment (MHE), custody and
allowance lists, special tools allowances, and the references.

STANDARD(S): A recommendation will be provided to include input for warehouse
layout, warehouse work areas, MHE requirements, special tool requirements,
and personnel utilization.

PERFORMANCE STEPS:

1. Determine optimum warehouse layout.
2. Identify warehouse work areas.
3. Determine MHE requirements.
4. Determine special tools requirements.
5. Determine personnel requirements.
6. Provide written recommendations using established Naval
correspondence format.

REFERENCE(S):

1. MCO P4450.7E, Marine Corps Warehousing Manual
2. SECNAVINST 5216.5D, Correspondence Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3051.01.16 FORMULATE SUPPORT REQUIREMENTS FOR DEPLOYED UNITS

CONDITION(S): Given an alpha roster, mobilization order, area of deployment,
approximated time of deployment, size of mobilization unit, supply require-
ment data and the reference.

STANDARD(S): The list will include requirements for Material Handling
Equipment (MHE), transportation vehicles, warehouse personnel, and warehouse
administrative personnel.

PERFORMANCE STEPS:

1. Determine MHE requirements.
2. Determine transportation requirements.
3. Determine warehouse personnel requirements.
4. Determine administrative personnel requirements.
5. Submit the above information to higher authority.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Cpl)

TASK: 3051.01.17 PREPARE ASSET LOSS DOCUMENTS

CONDITION(S): Given oral or written data on possible lost items, shipment and transfer documents, receipts, inventory documentation and the references.

STANDARD(S): Report will contain data on how, where, who, and why items are thought to be lost. This data will be supported by receipt, transfer, shipment, or inventory documentation.

PERFORMANCE STEPS:

1. Determine if item is lost.
2. Determine circumstances of loss.
3. Obtain supporting documentation.
4. Provide above information to higher authority.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Cpl)

DUTY AREA 02 - RECORDS, DOCUMENTS, AND PUBLICATIONS

TASK: 3051.02.01 MAINTAIN PROOF OF DELIVERY (POD) FILE

CONDITION(S): Given a proof and delivery file, receipt documents, and the references.

STANDARD(S): The POD file will be maintained in document number sequence and contain copies of all completed receipt and issue documents.

PERFORMANCE STEPS:

1. Ensure the receipt (DD Form 1348) is properly completed with all information required.
2. File the receipt/issue documents.
3. Update file, as appropriate.

REFERENCE(S):

1. UM 4400-124, SASSY Using Units Procedures
2. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3051.02.02 FILE EQUIPMENT CUSTODY RECORD (ECR) (NAVMC 10359)

CONDITION(S): Given a file containing ECR cards and the reference.

STANDARD(S): The ECR card file will be filed in the same sequence as stock record cards. ECR cards will be prepared for all nonexpendable items on hand within each unit where Consolidate Memorandum Receipts (CMR) are not used.

PERFORMANCE STEPS:

1. Ensure that all ECR cards are properly completed.
2. Ensure that all ECR cards are updated per the reference.
3. Ensure that the originals are kept in the file and that the responsible officer/individual receives a copy.

REFERENCE(S):

1. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3051.02.03 MAINTAIN INVENTORY PRINTOUTS

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CONDITION(S): Given inventory printouts, access to current inventory records, and the reference.

STANDARD(S): The file will be reviewed and current inventory activity updated. Documents will be filed in a way to ensure document accessibility.

PERFORMANCE STEPS:

1. Review printout files to ensure they are maintained per the reference.
2. Add/delete printouts from files, as appropriate.

REFERENCE(S):

1. UH 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3051.02.04 MAINTAIN LOCATOR FILE

CONDITION(S): Given a locator file and the references.

STANDARD(S): The locator file will be maintained in National Stock Number (NSN) sequence. The locator card will include NSN, unit of issue, location, date, and name of individual preparing card. Soft copies of prepared card will be forwarded to the office for data entry.

PERFORMANCE STEPS:

1. Ensure that the warehouse control card (NAVMC 10849) is properly completed.
2. Ensure that locator cards are updated, as required.
3. Ensure that the hard copy is kept at the locator desk and that the soft copy is forwarded to the clerk for data entry.
4. Ensure locator cards are properly filed.

REFERENCE(S):

1. MCO P4450.7E, Marine Corps Warehousing Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3051.02.05 MAINTAIN SUBSIDIARY RECORDS FOR NONISSUED AND SERIALIZED ITEMS

CONDITION(S): Given serialized and highly pilferable items and the references.

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STANDARD(S): Subsidiary records will be maintained per the references,

PERFORMANCE STEPS:

1. Review the references.
2. Inventory all nonissued serialized and pilferable items as required.
3. Establish subsidiary records on all items located through the inventory.
4. Correctly file subsidiary records.

REFERENCE(S):

1. MCO P4400.150D, Consumer Level Supply Manual
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (Pvt)

TASK: 3051.02.06 PREPARE INDIVIDUAL MEMORANDUM RECEIPTS (IMR)

CONDITION(S): Given a blank IMR card and the references.

STANDARD(S): IMR cards will be legibly prepared per the references.

PERFORMANCE STEPS:

1. Ensure full name, rank, and SSN of individual receipting for equipment is provided and legible.
2. Ensure correct quantity, if placed next to each item, to be checked out.
3. Ensure individual initials are placed by the item to be checked out and that the IMR is signed.
4. File the IMR cards.

REFERENCE(S):

1. UM 4400-124, SASSY Using Units Procedures
2. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.02.07 MAINTAIN CHESTS, KITS, SETS, OR ASSEMBLIES

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MCO 1510.73B
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CONDITION(S): Given chests, kits, sets, for assemblies with corresponding SL-3 listings and the references.

STANDARD(S): All required SL-3 components listings will be placed with its end items.

PERFORMANCE STEPS:

1. Identify the end item.
2. Review the SL-3 components list.
3. Place the SL-3 components list with the end item.

REFERENCE(S):

1. UM 4400-124, SASSY Using Units Procedures
2. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

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ENCLOSURE (6)

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DUTY AREA 03 - OPERATIONAL MANAGEMENT

TASK: 3051.03.01 SUPERVISE RECEIVING OPERATIONS

CONDITION(S): Given access to a supply receiving area and the references.

STANDARD(S): The review will verify prompt and accurate processing of receipts. National Stock Numbers/National Item Identification Number (NSN/NIIN) will be correct, correct supply quantity will be received, administrative documents will be completed, and documents forwarded to supply clerks.

PERFORMANCE STEPS:

1. Review receipt processing for prompt processing.
2. Review receipts to ensure data is correct.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3051.03.02 SUPERVISE SHIPPING OPERATIONS

CONDITION(S): Given access to shipping area, personnel preparing supplies for shipment, and the references.

STANDARD(S): Packing will meet all specified requirements for shipping of supplies, administrative documents will be complete, and the marking of shipping containers will meet the requirements of the references.

PERFORMANCE STEPS:

1. Inspect packing to ensure it meets requirements.
2. Review administrative documents for completeness.
3. Inspect container markings for correctness.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4030.21C, Packaging Material Packing Vol II
3. MIL-STD-129, Military Standard Marking for Shipment and Storage

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ENCLOSURE (6)

4. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3051.03.03 SUPERVISE STORAGE OPERATIONS

CONDITION(S) : Given access to a storage area, personnel performing storage functions, unit Standing Operating Procedures, and the references.

STANDARD(S): Personnel will observe care in storage procedures. Items will be maintained in "ready for issue" status. Items will be properly identified and marked to include: nomenclature, National Stock Number/National Item Identification Number (NSN/NIIN), and unit of issue. Operations will be per the established procedures outlined in the references materials and the local SOP.

PERFORMANCE STEPS:

1. Ensure care in storage procedures are followed.
2. Ensure items are properly identified.
3. Ensure procedures established by the references are followed.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Sgt)

TASK: 3051.03.04 SUPERVISE ISSUE OF INDIVIDUAL EQUIPMENT

CONDITION(S): Given access to issuing area, completed Individual Memorandum Receipts (IMRs), personnel performing issuing functions, and the references.

STANDARD(S): The IMRs for material issued will be complete and maintained in the IMR file. The issue quantities will be verified to be correct and issued to authorized personnel. Issue operation will follow established procedures outlined in the reference materials.

PERFORMANCE STEPS:

1. Ensure that the IMRs are complete.
2. Ensure that the IMR file is properly maintained.
3. Ensure that material is issued to authorized personnel only.
4. Ensure that the issue operation is conducted per the references.

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REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Sgt)

TASK: 3051.03.05 SUPERVISE INVENTORY OPERATIONS

CONDITION(S): Given an inventory listing, warehouse personnel, and the references.

STANDARD(S): Inventory operations will be conducted per the references. Inventory teams will be established. Loaded Unit Balance File/General Account Balance File records will be frozen prior to inventory. Unmatched counts will be verified by conducting a third count.

PERFORMANCE STEPS:

1. Determine cut-off date for receipt processing.
2. Determine dates for location verification and location consolidation.
3. Determine inventory dates.
4. Determine inventory teams.
5. Instruct personnel on inventory procedures.
6. Freeze LUBF/GABF records.
7. Establish an inventory count desk.
8. Perform count (1).
9. Perform count (2).
10. Perform count (3) on discrepant counts.
11. Forward count transactions to SMU.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures

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INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Sgt)

TASK: 3051.03.06 SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) USAGE

CONDITION(S): Given MHE, personnel, and the reference.

STANDARD(S): All operators will be properly trained and licensed. The correct type of MHE will be used for the assigned mission. Appropriate preventive maintenance will be performed. Safety regulations will be followed. Unsafe practices will be immediately corrected.

PERFORMANCE STEPS:

1. Ensure all forklift and mule-train drivers have operator licenses.
2. Ensure the correct MHE is used to perform the assigned job.
3. Ensure scheduled maintenance is performed.
4. Ensure all personnel are knowledgeable concerning MHE equipment and safety procedures.
5. Ensure safety equipment and clothing are used.
6. Identify unsafe practices.
7. Initiate corrective action.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Sgt)

TASK: 3051.03.07 SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) PREVENTIVE MAINTENANCE PROGRAM

CONDITION(S): Given MHE Preventive Maintenance (PM) instructions, MHE to be serviced, and the reference.

STANDARD(S): PM on MHE is completed as specified in equipment user manuals for operator maintenance. Safety of personnel and operating equipment will be observed. Deviations from operator maintenance and PM safety procedures will cause corrective action to be initiated.

PERFORMANCE STEPS:

1. Observe PM procedure.
2. Ensure PM procedures are per use manuals for operator maintenance.
3. Ensure safety procedures are observed when accomplishing PM.

4. Identify deficiencies in PM program.
5. Initiate corrective action to resolve discrepancies.

REFERENCE(S):

1. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Sgt)

TASK: 3051.03.08 SUPERVISE WAREHOUSE SAFETY PROGRAM

CONDITION(S): Given local safety instructions, personnel performing warehousing functions, a warehouse, and the reference.

STANDARD(S): Safety guidelines will be followed by all personnel. Deviations from safe procedures will cause corrective action to be initiated.

PERFORMANCE STEPS:

1. Enforce safety policy and rules.
2. Train personnel to avoid accidents.
3. Conduct accident information programs.
4. Ensure safety equipment and clothing are used.
5. Ensure that a fire prevention and protection program is established.
6. Ensure personnel are assigned to fire stations.
7. Ensure that a fire evacuation plan is established.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Cpl)

TASK: 3051.03.09 SUPERVISE WAREHOUSE MODERNIZATION PROCEDURES

CONDITION(S): Given access to a warehouse, storage areas, modernization plans, modernization procedures, equipment requirements, and the references.

STANDARD(S): All requirements necessary to facilitate modernization as directed by the modernization plan will be accomplished. The modernization procedures will follow specifications of modernization plan and established warehousing procedures outlined in the references.

PERFORMANCE STEPS:

1. Review warehouse modernization plan.
2. Observe warehouse modernization procedures.
3. Direct the operation.

REFERENCE(S):

1. NAVSUP Publication 529
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3051.03.10 SUPERVISE TRAINING OF SUPPLY PERSONNEL

CONDITION(S): Given supply personnel with varying degrees of technical proficiency, a unit training plan, personnel training records, training schedule, and the references.

STANDARD(S): Supply personnel will be trained to meet appropriate standards for skill levels and occupational specialty as provided by the references. Internal/external evaluations will reflect an adequate supply training program.

PERFORMANCE STEPS:

1. Review the references.
2. Determine technical knowledge deficiencies of unit supply personnel.
3. Determine on the job and sustainment training requirements by grade and MOS.
4. Identify method of training.
5. Develop training aids as required.
6. Establish a training schedule by topic.
7. Supervise the preparation of lesson plans.
8. Assign personnel to conduct training, by topic.
9. Maintain lesson plans.
10. Conduct sustainment training using published training standards.
11. Encourage use of self-directed study and assist in providing resources.

12. Monitor correction of technical knowledge deficiencies through observation and required counseling.

13. Conduct periodic reviews of training records to ensure proper training sustainment.

REFERENCE(S):

1. MCO 1553.3, Marine Corps Unit Training Management
2. MCO 1610.12, USMC Counseling Program
3. MCO P4400.150D, Consumer Level Supply Manual
4. MCO P4400.151B, Intermediate-Level Supply Management Policy Manual
5. SAT USER'S GUIDE, Systems Approach to Training
6. SECNAVINST 5215.1C, Department of Navy Directives Issuance System
7. SECNAVINST 5216.5D, Correspondence Manual
8. UM 4400-123, FMF SASSY Management Unit Procedures
9. UM 4400-124, SASSY Using Units Procedures
10. UM 4400-15, Organic Property Control
11. UM 4400-60, Material Returns Program

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3051.03.11 SUPERVISE WAREHOUSE SECURITY PROCEDURES

CONDITION(S): Given a storage facility, established security procedures, and the reference.

STANDARD(S): Items stored in the warehouse will be secure from internal and external threat. Security of items will be based on vulnerability to theft. Security access lists will be developed to ensure access by authorized personnel only. Warehouse personnel will be made aware of security requirements.

PERFORMANCE STEPS:

1. Review the established security procedures.
2. Identify any new security requirements.
3. Update the security procedures, as required.
4. Ensure the security procedures are enforced.

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REFERENCE(S) :

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3051.03.12 SUPERVISE CARE IN STORAGE PROCEDURES

CONDITION(S): Given a storage facility and the reference.

STANDARD(S): Warehouse personnel will be familiar with care in storage policy. Care in storage procedures for supplies in storage will be followed.

PERFORMANCE STEPS:

1. Instruct personnel in the requirement for care in storage of supplies.
2. Ensure that a policy for care of supplies in storage exists.
3. Establish inspection objectives, responsibilities, basic care of supplies in storage (COSIS) program actions, and special considerations in care of stored material.

REFERENCE(S) :

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3051.03.13 SUPERVISE LOCATION SURVEY PROCEDURES

CONDITION(S): Given access to storage area, locator deck, inventory sheets, and the reference.

STANDARD(S): A requirement to conduct a location survey will be identified. Items on location will be verified against records.

PERFORMANCE STEPS:

1. Determine requirement to perform a location survey.
2. Identify location to be surveyed.
3. Ensure location survey is accomplished per the reference.

REFERENCE(S) :

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Reg By (Sgt)

TASK: 3051.03.14 SUPERVISE LOCATION CONSOLIDATION PROCEDURES

CONDITION(S): Given access to storage area, locator deck, inventory sheets, and the references.

STANDARD(S): Supplies will be stored in the fewest locations practical.

PERFORMANCE STEPS:

1. Ensure that location consolidation worksheets are established.
2. Instruct personnel on location consolidation procedures.
3. Ensure that location consolidation reports are complete and verified.
4. Observe location consolidation procedures to determine procedural discrepancies.
5. Initiate corrective action to resolve discrepancies, if applicable.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3051.03.15 SUPERVISE LOCATION ADDITION PROCEDURES

CONDITION(S): Given access to storage area, locator deck, inventory sheets, and the references.

STANDARD(S): All requirements necessary to facilitate location addition will be performed per procedures outlined in the references.

PERFORMANCE STEPS:

1. Brief personnel on procedures.
2. Pass out material to designated personnel.
3. Observe the operation to determine procedural deficiencies.
4. Initiate corrective action to resolve deficiencies.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124, SASSY Using Units Procedures

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INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

TASK: 3051.03.16 SUPERVISE EMBARKATION PROCEDURES

CONDITION(S): Given an embarkation order, personnel performing embark procedures, Material Handling Equipment (MHE), and the references.

STANDARD(S): The procedures used to comply with the requirements of the embarkation order requirements will follow the guidelines established by the references to include process planning. The procedures will also meet ready to issue supply requirements and follow care of material in storage and transit guidelines.

PERFORMANCE STEPS:

1. Review embarkation order.
2. Determine embarkation procedures.
3. Observe embarkation operation.
4. Identify deficiencies in operation.
5. Initiate corrective action.

REFERENCE(S):

1. FMFM 4-2, Amphibious Embarkation
2. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Sgt)

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ENCLOSURE (6)

DUTY AREA 04 - OPERATIONAL FUNCTIONS

TASK: 3051.04.01 MAINTAIN STOCK LOCATOR SYSTEM

CONDITION(S): Given a locator deck and the references.

STANDARD(S): The locator file will be maintained per the references.

PERFORMANCE STEPS:

1. Review the locator file.
2. Ensure that the file locator deck contains a locator record for each item stored.
3. Ensure the cards are properly completed and include a stock number, condition code, unit of issue, and location.
4. Ensure procedures are established to maintain positive control of all additions, deletions, and changes to the locator file.
5. Ensure locations are situated properly to ensure easy access.
6. Screen locator file to identify gear already on location.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.04.02 MAINTAIN WAREHOUSE SECURITY

CONDITION(S): Given access to a personnel performing warehousing duties and the reference.

STANDARD(S): Warehouse security will be maintained per the reference.

PERFORMANCE STEPS:

1. Identify higher authority to whom violations of security would be reported.
2. Report violations of security to higher authority.
3. Report equipment losses to higher authority.
4. Ensure an understanding of the regulations governing security.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3051.04.03 ANALYZE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS

CONDITION(S): Given workload forecast, a unit roster, storage facility limitations and requirements, and the reference.

STANDARD(S): Warehouse operation workload will be analyzed to determine personnel and MHE required to support the workload.

PERFORMANCE STEPS:

1. Determine unit workload.
2. List personnel requirements.
3. List MHE requirements.
4. Develop schedules to maximize resources.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Sgt)

TASK: 3051.04.04 VERITY STOCK DENIALS

CONDITION(S): Given a stock denial, a locator deck, an operational warehouse, a location add/delete transaction (YLL/YLD) deck, the Master Header Information File (MHIF), and the reference.

STANDARD(S): Stock denials will be verified as accurate.

PERFORMANCE STEPS:

1. Check the location and all adjacent locations.
2. Verify the National Stock Number/National Item Identification Number (NSN/NIIN) making sure the location and the NSN/NIIN were correctly written down.
3. Check the locator deck for additional locations.
4. Check pending YLL and YLD deck for other existing locations.
5. Check for NSN/NIIN change.
6. Submit record change transactions to the officer for data input.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (Cpl)

TASK: 3051.04.05 PERFORM INVENTORY PROCEDURES

CONDITION(S): Given a requirement to conduct an inventory and the references.

STANDARD(S): Locations will be identified, supplies on hand verified as long as belongings to that location, and supplies on hand correctly counted. Higher authority will be notified of any discrepancies.

PERFORMANCE STEPS:

1. Obtain location and National Stock Number/National Item Identification Number (NSN/NIIN) to count.
2. Go to count location.
3. Identify supplies on location.
4. Count supplies.
5. Notify higher authority of any discrepancies.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.04.06 DISPOSE OF DAMAGED OR DETERIORATED SUPPLIES

CONDITION(S): Given damage or deteriorated supplies and the references.

STANDARD(S): Disposal of damage or deteriorated supplies will be per the references.

PERFORMANCE STEPS:

1. Identify supplies which are no longer serviceable.
2. Notify the administrative section of unserviceable items.
3. Hold material until disposal instructions have been received.
4. Dispose of material as directed.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.04.07 IDENTIFY UNIT EQUIPMENT FOR REPAIR

CONDITION(S): Given unit authorized equipment, requirements for "ready-for-issue," and the reference.

STANDARD(S): All items not "ready-for-issue" will be properly identified and turned in for repair.

PERFORMANCE STEPS:

1. Inspect Table of Equipment gear.
2. Determine "ready-for-issue" status,
3. Segregate not "ready-for-issue" items.
4. Turn-in not "ready-for-issue" items for repair.

REFERENCE(S):

1. MCO P4790.2C, MIMS Field Procedures Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.04.08 CONDUCT RECONCILIATION OF INDIVIDUAL MEMORANDUM RECEIPT (IMR) CARD AND ALPHA ROSTER

CONDITION(S): Given an IMR deck, updated alpha roster, and the reference.

STANDARD(S): The IMR deck will contain cards for personnel on the current alpha roster. IMR cards not matching the roster will be researched for validity. IMR cards for personnel no longer assigned to the unit will be identified to higher authority.

PERFORMANCE STEPS:

1. Reconcile the alpha roster with IMR deck.
2. List the discrepancies between the roster and the deck.
3. Investigate discrepancies to determine the cause.
4. Provide discrepancy listing to higher authority.

REFERENCE(S):

1. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.04.09 MAINTAIN HAZARDOUS MATERIAL IN RECEIVING AND STORAGE

CONDITION(S): Given hazardous materials, and the references.

STANDARD(S): Hazardous material will be properly identified, receipted for, stored, and salvaged per the references.

PERFORMANCE STEPS:

1. Properly identify hazardous materials.
2. Store hazardous items in safe locations with compatible materials.
3. Handle hazardous items in compliance with published safety and environmental guidelines.
4. Instruct personnel on safe handling and storage of hazardous materials.
5. Establish unit fire and accident programs as outlined in the references.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO 4450.12, Storage and Handling of Hazardous Materials
3. MCO 4450.14, JSM for Storage & Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3051.04.10 MAINTAIN PROPER STORAGE OF MEDICAL SUPPLIES

CONDITION(S): Given medical supplies and the references.

STANDARD(S): Controlled items will be stored in a secure area. Items will be properly marked and identified. Positive control will be maintained.

PERFORMANCE STEPS:

1. Properly identify and mark medical supplies.
2. Match National Stock Number/National Item Identification Number (NSN/NIIN), unit of issue, and quantity with the paperwork.
3. Check for damaged medical supplies.

4. Check expiration dates for outdated medicines.
5. Store controlled items in secured areas.
6. Inspect controlled items.
7. Maintain positive control.

REFERENCE(S):

1. BUMEDINST 6700.16, Controlled Medical and Dental Material
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Cpl)

TASK: 3051.04.11 MAINTAIN SECURE STORAGE OF SMALL ARMS

CONDITION(S): Given small arms for storage and the reference.

STANDARD(S): All weapons will be properly identified and serial numbers verified. Small arms will be maintained secure at all times.

PERFORMANCE STEPS:

1. Ensure 100 percent verification of weapons and serial numbers.
2. Establish a priority on the material being handled.
3. Ensure there is a secured area, vault, or cage with minimum movement of gear.
4. Establish timely and close coordination between transportation and security.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 30S1.04.12 OPERATE MATERIAL HANDLING EQUIPMENT (MHE)

CONDITION(S): Given supplies that require moving to another location, MHE, the reference, and manufacturer's operating instructions.

STANDARD(S): Material will be successfully transferred from one location to another specified location. No damage to Government property will result from transfer.

PERFORMANCE STEPS:

1. Obtain appropriate license to operate MHE.

2. Embark supplies on MHE.
3. Negotiate warehouse area with MHE.
4. Disembark supplies from MHE.
5. Perform first echelon maintenance on MHE.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3051.04.13 PERFORM PERSONAL EFFECTS CONTROL PROCEDURES

CONDITION(S): Given personal effects, circumstances surrounding personal effects, personal effects inventory form (NAVMC 10154), and the references.

STANDARD(S): Ensure all items of personal effects are accounted for and properly disposed of per the references.

PERFORMANCE STEPS:

1. Review NAVMC 10154 for completeness and accuracy.
2. Ensure copy on inventory is placed in each container.
3. Ensure Government property is recovered.
4. Ensure containers are clearly marked with member's name, grade, SSN, and status.
5. Seal all containers.
6. Log luggage tags into personal effects logbook.
7. Establish a personal effects case file.
8. Tag container with luggage tags.
9. Staple claim stubs to NAVMC 10154s.
10. Sign NAVMC 10154s to indicate receipt.
11. Store personal effects in secure areas.
12. Dispose of personal effects per the references.

REFERENCE(S):

1. MCO P3040.4C, MARCORCASPROC MAN
2. MCO P4050.38B, Personal Effects and Baggage Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3051.04.14 COORDINATE CUSTOMER ROLLBACKS

CONDITION(S): Given rollback material, customer correspondence pertaining to rollback problems or concerns, administrative documentation, personnel performing rollback procedures, and the references.

STANDARD(S): Customer rollbacks will be handled per the references with all documentation properly completed.

PERFORMANCE STEPS:

1. Ensure rollback material is handled per the references.
2. Ensure administrative documentation is accurate and complete.
3. Take corrective action to resolve customer problems or procedural problems.

REFERENCE(S):

1. DOD 4145,19-R-1, Storage and Materials Handling
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req
By (Pvt)

TASK: 3051.04.15 PROVIDE INVENTORY CONTROL FOR PACKAGED OPERATIONAL RATIONS (PORS)

CONDITION(S): Given a requirement to maintain/issue PORs, NAVMC 708s, NAVMC 713s, miscellaneous adjustment transactions, and the references.

STANDARD(S): PORs used to support unit requirements will be appropriately stored, inventoried, inspected and issued.

PERFORMANCE STEPS:

1. Ensure secure storage of PORs on hand.
2. Conduct periodic inventories of PORs.
3. Account for PORs by date of pack and lot number.
4. Coordinate veterinary inspection of damaged or possibly contaminated PORs.
5. Issue PORs as directed.
6. Provide miscellaneous adjustment documentation for the accounting records.

REFERENCE(S):

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MCO 1510.73B
31 OCT 97

1. MCO 10110.40B, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations

2. UN 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24)
Req By (Cpl)

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ENCLOSURE (6)

6-E-33

DUTY AREA 05 - RECEIPT FUNCTIONS

TASK: 3051.05.01 PROCESS MULTIPACKS

CONDITION(S): Given multipack material shipment, receiving equipment, and the reference.

STANDARD(S): Multipack will be broken down to ensure all incoming material is distinguished and accountable.

PERFORMANCE STEPS:

1. Break down multipacks.
2. Unwrap items of multipack.
3. Separate items of multipack.
4. Attach bar code label to each item.
5. Reconcile items with shipping list.
6. List any discrepancies.
7. Provide list to higher authority.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Pvt)

TASK: 3051.05.02 SEGREGATE ITEMS FOR ISSUE TO CUSTOMER

CONDITION(S): Given incoming and outgoing supplies, Material Release Order (MRO), Material Handling Equipment (MHE), and the references.

STANDARD(S): All items intended for the same customer will be combined in one location. All administrative documentation will be compiled and processed per the references.

PERFORMANCE STEPS:

1. Identify all items intended for the customer.
2. Identify storage location.
3. Place all items in storage location.
4. Complete all documentation per the references.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

2. UM 4400-123, FMF SASSY Management Unit Procedure
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Pvt)

TASK: 3051.05.03 SEGREGATE SPECIAL HANDLING MATERIALS

CONDITION(S): Given incoming special handling materials for storage or issue, receipt documents, and the reference.

STANDARD(S): All special handling materials will be separated from other supplies and placed in a secured area. Material intended for a single customer will be consolidated within the secured area. Administrative documentation will be complete and accurate.

PERFORMANCE STEPS:

1. Identify material requiring special handling.
2. Store special handling materials in secure area.
3. Store special handling materials for a single customer in a segregated area of secure storage.
4. Complete all required documentation per the reference.

REFERENCE(S):

1. DOD 4145,19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Pvt)

TASK: 3051.05.04 PERFORM QUALITY CONTROL ON INCOMING SUPPLY MATERIAL

CONDITION(S): Given incoming supply material and the references.

STANDARD(S): Incoming items will be verified serviceable and be properly identified.

PERFORMANCE STEPS:

1. Check items for serviceability.
2. Ensure National Stock Number/National Item Identification Number (NSN/NIIN) is present on item and properly identifies item.
3. If applicable, annotate shelf life before processing.
4. Ensure all sets, kits, and chests are complete prior to receipt.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.05.05 PERFORM CHECKOUT PROCEDURES

CONDITION(S): Given Individual Memorandum Record (IMR) cards, personnel leaving the unit, equipment to be turned in, and the reference.

STANDARD(S): All items recovered will be clean. If an item is unserviceable, a determination as to the individual's responsibility will be made. Once all items have been recovered, or restitution made, the IMR card will be returned to the individual, and the checkout sheet by the warehouseman.

PERFORMANCE STEPS:

1. Inspect items for cleanliness and serviceability.
2. Line out items on IMR card after acceptance.
3. Refer individual to the administrative section for missing or damaged equipment.
4. Provide IMR card to individual after all equipment has been recovered.
5. Sign checkout after all items have been recovered.
6. Return items to stock.

REFERENCE(S):

1. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.05.06 PROCESS UNSERVICEABLE GEAR

CONDITION(S): Given unserviceable equipment and the references.

STANDARD(S): Unserviceable equipment will be verified unserviceable and turned in to the local Defense Reutilization Management Office (DRMO). Component parts will not be turned in to DRMO as the actual end item.

PERFORMANCE STEPS:

1. Verify that item is unserviceable and is not a component part to an end item.
2. Complete turn in to disposal transaction.
3. Attach copy of disposal document to item and place in appropriate holding bin.
4. Submit original disposal document to administrative section.
5. Upon receipt of shipping mat, turn items in to disposal.

6. After turn-in, provide signed copy of shipping mat to the administrative section.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.05.07 PROCESS RETURNED CLOTHING

CONDITION(S): Given clothing to be returned to storage and references.

STANDARD(S): To ensure returned clothing is in a serviceable condition, ready for issue and in stored in appropriate containers.

PERFORMANCE STEPS:

1. Ensure clothing is clean and serviceable.
2. Ensure clothing has not been written on.
3. Ensure that all documentation is properly completed.
4. Ensure that the NSN/NIIN and size match the item being returned.
5. Store clothing in appropriate containers to prevent mildew and keep rodents away.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.76A, DSSC Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.05.08 PROCESS ROLL-BACK RECEIPTS

CONDITION(S): In a General Account warehouse, provided with items to be rolled back from a using unit, and the references.

STANDARD(S): Documentation will be accurate and complete. Items will match the documentation and be in a ready for issue condition.

PERFORMANCE STEPS:

1. Ensure documentation is complete and properly filled out.

2. Ensure all items are serviceable and clean.
3. Ensure National Stock Number/National Item Identification Number (NSN/NIIN) and quantity matches the item.
4. Ensure no using unit tack markings or names are on items.
5. Ensure weapons and communication items have Limited Technical Inspection (LTI) with it.
6. Ensure chests, kits, or sets are at least 65 percent complete before receipting.

REFERENCE(S) :

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UH 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.05.09 PROCESS REPORT OF PROPERTY RECEIVED (RPR)

CONDITION(S): Given property receipt documentation and the reference.

STANDARD(S): All documentation will be correct and completed per the reference.

PERFORMANCE STEPS:

1. Ensure quantity and National Stock Number/National Item Identification (NSN/NIIN) is correct and the DD Form 1348-1.
2. Ensure the RPR is legible,
3. Verify that the RPR stamp is on the document.
4. Ensure the document identifier code is "BWA" or "ASA."
5. After processing is complete, place a copy with the gear.

REFERENCE(S) :

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

DUTY AREA 06 - STORAGE FUNCTIONS

TASK: 3051.06.01 PREPARE SUPPLIES FOR STORAGE

CONDITION(S): Given supply items which have been properly receipted for, a labeling device, bulk storage marking equipment, and the references.

STANDARD(S): Bar code labels will be created and attached to supplies per the references.

PERFORMANCE STEPS:

1. Identify item.
2. Generate bar code label for nonbulk items.
3. Attach bar code label to nonbulk item.
4. Determine where to place label on bulk storage item.
5. Mark bulk storage item with storage location.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MIL-STD-129, Military Standard Marking for Shipment and Storage
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.06.02 ESTABLISH A LOCATION FOR ITEMS

CONDITION(S): Given supplies which have been through receipt processing and the references.

STANDARD(S): Items will be placed in the correct location.

PERFORMANCE STEPS:

1. Ensure that the paperwork properly identifies the material.
2. Verify that the material is serviceable.
3. Identify existing locations.
4. If no location exists, identify an appropriate location.

5. Complete a locator card and place it in the locator file for items placed on new locations.

REFERENCE (S) :

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051,06.03 PERFORM CARE IN STORAGE PROCEDURES

CONDITION(S): Given items requiring care in storage and the reference.

STANDARD(S): Care in storage procedures will be conducted per the reference.

PERFORMANCE STEPS:

1. Ensure the gear is serviceable and ready for issue.
2. Ensure each item is properly identified with National Stock Number/National Item Identification Number (NSN/NIIN).
3. Repack level A items if packaging has been broken open.
4. Coordinate with quality control section on any gear that needs to be Care of Supplies in Storage (COSIS) or repacked.
5. Tag and request a Defense Reutilization Management Office shipping mat for any supplies found unserviceable.
6. Check supplies for expiration date if applicable.
7. Turn over all supplies with expired shelf life date to the quality control section.
8. Return all items back on location neatly and orderly.
9. Store items with shelf life date so as to ensure proper rotation.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.06.04 PALLETIZE SUPPLY MATERIAL

CONDITION(S): Given material requiring palletization and the reference.

STANDARD(S): Material will be palletized without damage and in such a manner as to be transferred by Material Handling Equipment without damage.

PERFORMANCE STEPS:

1. Check serviceability of pallet.
2. Place gear properly and evenly on the pallet.
3. Band gear onto pallet.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Pvt)

TASK: 3051.06.05 PERFORM LOCATION VERIFICATION

CONDITION(S): Given a location verification printout and the references.

STANDARD(S): All supplies listed on the location verification listing will be identified as on location or a location delete card (YLD) will be prepared. Items at a location which are not on the list will be identified and higher authority notified.

PERFORMANCE STEPS:

1. Review printout.
2. Proceed to first location on list.
3. Validate the NSN/NIIN on that location against the NSN/NIIN on the location listed.
4. Continue process until all the locations are verified.
5. If the National Stock Number/National Item Identification Number (NSN/NIIN) on the list is not at the location, prepare a location delete card (YLD).
6. Process the YLD card.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.06.06 PERFORM LOCATION CONSOLIDATION

CONDITION(S): Given a location consolidation printout and the reference.

STANDARD(S): All items appearing on the location consolidation list will be consolidated as practical.

PERFORMANCE STEPS:

1. Request a location consolidation printout from the SASSY Management Unit (SMU).
2. Go to the locations listed to ensure the item is present at each location.
3. Consolidate the item at the most suitable location.
4. Prepare YLD deletion cards for the empty locations.
5. Process the deletion cards.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.06.07 PERFORM LOCATION ADDITION

CONDITION(S): Given new supplies with no previous storage location or supplies where their current location is full, access to a location card file, and the reference.

STANDARD(S): All location addition documentation (location card) will be updated and new storage container or area will be marked.

PERFORMANCE STEPS:

1. Find a location which can accommodate all the items for the NSN/NIIN.
2. Move all items for the National Stock Number/National Item Identification Number (NSN/NIIN) to the new location.
3. Prepare location add card per the reference.
4. Prepare location delete card, if necessary.
5. Mark new storage container or area, as necessary.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.06.08 MAINTAIN COMPATIBILITY OF STORED MATERIEL ASSETS

CONDITION(S): Given access to a storage area, personnel performing storage procedures, supplies, equipment, and storage containers.

STANDARD(S): Items will be stored ensuring compatibility of items and storage containers.

PERFORMANCE STEPS:

1. Store like items together.
2. Store together items that will be used together.
3. Place similar types of storage containers together.
4. Identify discrepancies.
5. Take corrective action.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (Pvt)

TASK: 3051.06.09 PERFORM LOGISTICS APPLICATION OF AUTOMATED MARKINGS AND READING SYMBOLS (LOGMARS) DATA ENTRY FUNCTIONS

CONDITION(S): Given access to a personal computer loaded with Warehouse Support System (WSS) software, a scanner, tracker, source documents, or upload/download disk/tape, and the references.

STANDARD(S): The data will be entered into the WSS during daily upload/download.

PERFORMANCE STEPS:

1. Connect personal computer to Automated Service Center (ASC) data line.
2. Establish communication connection with ASC.
3. Run upload/download routines.
4. Verify proper operation of routines (review Deal location).

REFERENCE(S):

1. LOGMARS User's Manual
2. WSS User's Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.06.10 PERFORM DATA COLLECTION WITH LOGMARS

CONDITION(S): Given a scanner, tracker, bar-coded source documents, and the references.

STANDARD(S): Required data will be collected for processing in the Warehouse Support System (WSS) or ATLASS software.

PERFORMANCE STEPS:

1. Determine data to be collected.
2. Assemble scanner and tracker.
3. Scan bar codes.
4. Download data into software system.

REFERENCE(S):

1. LOGMARS User's Manual
2. WSS User's Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.06.11 VALIDATE LOGMARS PRINTOUTS

CONDITION(S): Given a National Stock Number (NSN) not found in the data base, an exception printout, computer equipment, and the reference.

STANDARD(S): Research will be conducted to determine problem source. National Stock Number/National Item Identification Number (NSN/NIIN) will be validated. Item receipt will be verified. Time of item induction will be identified.

PERFORMANCE STEPS:

1. Review the exception printout.
2. Identify exception errors.
3. Determine problem source.
4. Take corrective action.

REFERENCE(S):

1. LOGMARS User's Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3051.06.12 PERFORM LOGISTICS APPLICATION OF AUTOMATED MARKINGS AND READING SYMBOLS (LOGMARS)/ASSET TRACKING FOR LOGISTICS AND SUPPLY SYSTEM (ATLASS) INTERFACE FUNCTIONS

CONDITION(S): Given access to a personal computer with automated supply system, a scanner and tracker, source documents, and the references.

STANDARD(S): Data will be uploaded into the automated supply system from the LOGMARS tracker.

PERFORMANCE STEPS:

1. Connect the LOGMARS tracker to the personal computer.
2. Run the upload (tracker to personal computer).
3. Verify data from upload on "Transaction Maintenance File" in the ATLASS system.

REFERENCE(S):

1. LOGMARS User's Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

Appendix E to
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DUTY AREA 07 - SHIPMENT AND ISSUE FUNCTIONS

TASK: 3051.07.01 PROCESS MATERIAL RELEASE ORDER (MRO)

CONDITION(S): Given MRO documents and the references.

STANDARD(S): Process material release order (MRO) per the references.

PERFORMANCE STEPS:

1. Ensure that all information on the DD 1348-1 MRO is complete and correct.
2. Process the MRO ensuring that the name, date, and quantity are entered.
3. Retain required copies and maintain per the references.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.07.02 PROCESS WALK-THRU REQUISITIONS

CONDITION(S): Given a walk-thru requisition and the reference.

STANDARD(S): All walk-thru requisitions will be processed per the reference.

PERFORMANCE STEPS:

1. Ensure all information on the DD 1348-1 (walk-thru) is correct and complete.
2. Process the walk-thru ensuring that name, date, and quantity are entered.
3. Ensure that the individual receiving supplies, signs, and completes all information required in the walk-thru logbook.
4. Retain required copies and maintain per the reference.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3051.07.03 ISSUE SUPPLIES AND EQUIPMENT

CONDITION(S): Given supplies, equipment, personnel requiring supplies and equipment, and the references.

STANDARD(S): Serviceable supplies and equipment will be issued to eligible personnel, per the references.

PERFORMANCE STEPS:

1. Ensure supplies and equipment to be issued are serviceable.
2. Ensure issue documentation is correctly filled out, initiated, and signed by individual receiving supplies and equipment.
3. File original copy and provide a copy to the individual.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3051.07.04 PERFORM CLOTHING ISSUE PROCEDURES

CONDITION(S): Given clothing to be issued, NAVMC 604 form, and the references.

STANDARD(S): Clothing will be issued per the references.

PERFORMANCE STEPS:

1. Ensure the NAVMC 604 form is correctly completed and has been approved by the commanding officer.
2. Ensure issued clothing is serviceable and the NSN/NIIN and sizes are correct.
3. Obtain signature from individual issued clothing on NAVMC 604 form.

REFERENCE(S):

1. MCO P10120.28F, Individual Clothing Regulations
2. MCO P4400.76A, DSSC Manual
3. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Pvt)

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DUTY AREA 08 - STORAGE FACILITIES

TASK: 3051.08.01 COMPUTE WAREHOUSE NET STORAGE SPACE AREA

CONDITION(S): Given a warehouse and the reference.

STANDARD(S): Warehouse net storage space will be computed per the reference.

PERFORMANCE STEPS:

1. Obtain or make a map of the installation showing total warehouse area.
2. Develop a floor plan or planograph,
3. Establish storage space survey worksheets for each section.
4. Check total cubic feet and attainable cubic height.
5. Check occupied and unoccupied cubic feet.
6. Ensure that personnel follow the storage space survey sheet.
7. Ensure that storage space status reports are prepared periodically, for control purposes.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Sgt)

TASK: 3051.08.02 MONITOR THE WAREHOUSE SPACE CONTROL SYSTEM

CONDITION(S): Given a copy of the warehouse space control system plan, current warehousing requirements, projected warehousing requirements, a planograph, and the references.

STANDARD(S): Warehouse space requirements will be reviewed and action taken to ensure that the current warehouse space control system will adhere to the requirements and storage specifications of the plan. Inadequacies in the control system will be identified and a modification to the plan will be documented and revised procedures implemented.

PERFORMANCE STEPS:

1. Ensure the warehouse space control system is in place.
2. Review warehouse space requirements.
3. Identify inadequacies in the control system.
4. Document modification to the plan.

5. Implement revised procedures.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO, P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Sgt)

TASK: 3051.08.03 APPLY WAREHOUSE GRID LOCATION MARKINGS

CONDITION(S): Given a warehouse and the references.

STANDARD(S): Grid location markings will be applied correctly per the references.

PERFORMANCE STEPS:

1. Use the standard nine digit number system.
2. Use correct colors for marking locations.
3. Use the correct pallet size.
4. Use proper size letters and numbers.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (Pvt)

TASK: 3051.08.04 MARK WAREHOUSE STORAGE CONTAINERS

CONDITION(S): Given storage containers, paint, marking equipment, and the references.

STANDARD(S): Warehouse storage containers will be marked per the references.

PERFORMANCE STEPS:

1. Ensure the location number is correct.
2. Use the correct color for lettering.
3. Mark shelf units.
4. Mark outside markings.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3051.08.05 ATTACH BAR CODES TO STORAGE BINS/RACKS

CONDITION(S): Given bar code label, storage bin/rack location, planograph,
and the references.

STANDARD(S): Bar codes stickers will be attached to the appropriate bin/rack
meeting all planograph and location system requirements.

PERFORMANCE STEPS:

1. Determine location from bar code sticker.
2. Go to location.
3. Place sticker on location.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Pvt)

TASK: 3051.08.06 ATTACH LOCATION CARDS TO STORAGE CONTAINERS

CONDITION(S): Given location card, storage bin/rack, location, planograph,
and the references.

STANDARD(S): Location cards will be applied to the appropriate storage
container and will meet all planograph and location system requirements.

PERFORMANCE STEPS:

1. Determine location from location card.
2. Identify proper containers.
3. Place location card on storage container.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

2. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3051.08.07 MODIFY STORAGE CONTAINERS

CONDITION(S): Given storage containers (bins, mount-out boxes, racks), required tools, and the reference.

STANDARD(S): Storage containers will be modified to meet the specifications of storage requirements.

PERFORMANCE STEPS:

1. Determine storage requirements.
2. Determine optional storage configuration.
3. Modify storage containers, as appropriate.

REFERENCE(S):

1. UN 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3051.08.08 PERFORM INSPECTION ON STORAGE FACILITY

CONDITION(S): Given a functioning storage facility and the reference.

STANDARD(S): The storage facility will be maintained safe and secure per the references.

PERFORMANCE STEPS:

1. Ensure proper security and fire protection for all gear in stock.
2. Ensure all machinery and facilities are operational.
3. Ensure all areas are free of debris.
4. Eliminate unnecessary backhauling or crosshauling of supplies.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Cpl)

TASK: 3051.08.09 PERFORM PEST CONTROL PROCEDURES

CONDITION(S): Given a functioning warehouse and the reference.

STANDARD(S): The warehouse will be as free as practical of pests. Pesticides will be used safely and effectively. Vegetation will be controlled and the land will be properly drained.

PERFORMANCE STEPS:

1. Inspect warehouse for evidence of pest infestation.
2. Notify appropriate agency as required.
3. Control vegetation and ensure proper land drainage.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Pvt)

TASK: 3051.08.10 PERFORM OUTDOOR STORAGE PROCEDURES

CONDITION(S): Given outdoor storage facilities and the reference.

STANDARD(S): Perform outside storage procedures per the reference.

PERFORMANCE STEPS:

1. Properly preserve stored items.
2. Protect stored items with plastics and tarpaulins.
3. Ensure adequate ventilation of stored items.
4. Store material off the ground.
5. Frequently inspect stored material to prevent deterioration.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

DUTY AREA 09 - EMBARKATION AND FIELD WAREHOUSING

TASK: 3051.09.01 PERFORM WAREHOUSE MOBILIZATION PROCEDURES

CONDITION(S): Given a mobilization order, base order, mobilization plan, supplies, equipment, Material Handling Equipment (MHE), and the references.

STANDARD(S): Correct items will be pulled and "ready-for-issue," mount-out boxes will be packed and secured; preventive maintenance on MHE will be complete; warehouse will be secure; administrative materials packed and ready for deployment; and all shipping containers properly marked and identifiable.

PERFORMANCE STEPS:

1. Pull items as directed.
2. Pack mount-out boxes as directed.
3. Conduct preventive maintenance on MHE as directed,
4. Pack administrative materials as directed.
5. Mark shipping containers as directed.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. FMFM 4-2, Amphibious Embarkation
3. MCO P4030.21C, Packaging Material Packing Vol II
4. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3051.09.02 PERFORM PREPARATION FOR EMBARKATION PROCEDURES

CONDITION(S): Given mount-out boxes, supplies, equipment, Material Handling Equipment (MHE), and the references.

STANDARD(S): Correct items will be pulled and "ready-for-issue," mount-out boxes will be packed and secured; preventive maintenance on MHE will be complete, warehouse will be secure; administrative materials packed and ready for deployment; and all shipping containers properly marked and identifiable.

PERFORMANCE STEPS:

1. Determine items to be pulled and supervise the process.
2. Identify items to be packed in mount-out boxes.
3. Pack mount-out boxes.

4. Conduct preventive maintenance on MHE.
5. Secure vacated warehouse.
6. Pack needed administrative items.
7. Properly mark all shipping containers.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. FMFM 4-2, Amphibious Embarkation
3. MCO P4030.21C, Packaging Material Packing Vol II
4. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3051.09.03 STAGE SUPPLY MATERIAL

CONDITION(S): Given mount-out boxes, Material Handling Equipment (MHE), "ready-to-issue" supplies, deployment order, and the references.

STANDARD(S): Staged material will be packed and in ready for deployment condition. Transportation Management Office (TMO) will be notified that staged material is ready to deploy.

PERFORMANCE STEPS:

1. Inspect supplies to ensure they are properly prepared for shipment.
2. Notify higher authority of any discrepancies.
3. Stage supplies as directed.
4. Notify TMO, when directed, that material is ready for transfer.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3051.09.04 ESTABLISH FIELD SUPPLY BEACH AND PORT STATION

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CONDITION(S): Given information on field site, availability of "ready-to-issue" supplies, Material Handling Equipment (MHE) requirements, personnel strength reports, and the references.

STANDARD(S): The plan will ensure that a field supply beach and port station will be established to support mission size, supply allowances, equipment requirements, and personnel strength. The plan will comply with deployment orders and include cover, fire, and security protection.

PERFORMANCE STEPS:

1. Review all supply allowance, mission size, equipment requirements, and personnel strength.
2. Review deployment orders.
3. Determine field supply beach and port station requirements.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. FMFM 4-2, Amphibious Embarkation
3. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3051.09.05 RECOMMEND LOCATION FOR FIELD WAREHOUSE

CONDITION(S): Given a map and/or photograph of several possible field warehouse locations, data on quantity, type and size of supplies, and the references.

STANDARD(S): The recommendation for a field warehouse location will assess terrain, amount of cover, access to location, size requirements, security requirements, and meet the needs of the unit.

PERFORMANCE STEPS:

1. Review supply related data.
2. Review map/photo of possible field warehouse.
3. Assess terrain.
4. Assess amount of cover.
5. Assess access.
6. Assess area size requirements.
7. Assess security requirements.

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8. Ensure location meets unit requirements.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. FMFM 4-1, Combat Service Support Operations
3. FMFM 4-2, Amphibious Embarkation
4. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (SSgt)

TASK: 3051.09.06 ESTABLISH FIELD WAREHOUSE

CONDITION(S): Given access to field warehouse, "ready-for-issue" supplies, Material Handling Equipment (MHE), warehouse personnel, and the references.

STANDARD(S): The warehouse will be established to allow easy access to supplies, use MHE, take advantage of natural terrain cover, and meet all specifications in deployment orders.

PERFORMANCE STEPS:

1. Review deployment order.
2. Review personnel and Material Handling Equipment.
3. Determine field area for storage.
4. Assess terrain.
5. Assess amount of cover.
6. Assess access.
7. Assess area size requirements.
8. Assess security requirements.
9. Ensure proper storage procedures are followed.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. FMFM 4-1, Combat Service Support Operations
3. FMFM 4-2, Amphibious Embarkation
4. MCO P4450.7E, Marine Corps Warehousing Manual

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INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (36)
Req By (SSgt)

TASK: 3051.09.07 MONITOR SUPPLIES AND EQUIPMENT DELIVERY AND RECEIPT

CONDITION(S): Given a shipping and receiving location, shipping and delivery schedule, warehouse personnel, incoming and outgoing supplies, and the references.

STANDARD(S): All requirements necessary to support efficient delivery and receipt of supplies will be observed. Deficiencies will be listed for follow-up action.

PERFORMANCE STEPS:

1. Observe delivery and receipt processes.
2. Identify deficiencies in processes.
3. Report deficiencies to higher authority.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7E, Marine Corps Warehousing Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (Cpl)

TASK: 3051.09.08 BREAK DOWN FIELD WAREHOUSE

CONDITION(S): Given a movement order, required personnel, Material Handling Equipment, breakdown assignment, and the reference.

STANDARD(S): All structures will be taken down; supplies, equipment, and gear pelletized; material will be accounted for; mount-out boxes secured; and containers will be marked.

PERFORMANCE STEPS:

1. Review movement order.
2. Palletize supplies and equipment.
3. Account for all material.
4. Disassemble structures.
5. Secure mount-out boxes.
6. Mark all containers.

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REFERENCE(S):

1. MCO P4450.7E, Marine Corps Warehousing Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3051.09.09 DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATION

CONDITION(S): Given the amount of supplies available, ability to transport supplies, supply priority established by unit, and the references.

STANDARD(S): The plan will conform to the established priority and support the operation concept and mission objectives. The plan will include guidelines for issue, storage, and transportation of all classes of supply.

PERFORMANCE STEPS:

1. Review the references.
2. Coordinate supply plan with available resources and higher echelons.
3. Ensure compliance with the references, mission objective, and concept of operations.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. MCO 4400.16G, Uniform Material Movement Issue and Priority System (UMMIPS)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Ssgt)

TASK: 3051.09.10 PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE

CONDITION(S): Given a situation involving a deploying force, a list of sustainment requirements for the force, an equipment density list inducted into the Deployment Support Package Guide (DSPG) package, Time Phase Force Deployment Data (TPFDD), relevant Standing Operating Procedures, and the reference.

STANDARD(S): The deploying force's sustainment requirements will be fully met per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Obtain sustainment requirements from the deploying force.
3. Determine impact on sustainment based upon requirements of deploying force.
4. Source sustainment needs of the deploying force.

5. Fill all backorders resulting from shortfalls.
6. Establish and execute rollback at completion of operations.

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24)
Req By (SSgt)

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MOS 3052, PACKAGING SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3052.01.01 RESEARCH PUBLICATIONS, DIRECTIVES, AND CORRESPONDENCE TO IDENTIFY HAZARDOUS MATERIAL

CONDITION(S): Given a listing of research material for classification, suspected hazardous material, and the reference.

STANDARD(S): All hazardous material will be identified by the proper nomenclature.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile listing of material against research material.
3. Determine unit stockage of hazardous material.
4. List hazardous material by proper nomenclature.

REFERENCE(S):

1. CFR TITLE 49, Transportation
2. IATA, International Air Transportation Association
3. ICAO, International Civil Aviation Organization
4. IMDG, International Maritime Dangerous Goods
5. MCO P4030.19G, Preparation of Hazardous Material for Military Air Shipments

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.01.02 PREPARE WEEKLY, MONTHLY, AND YEARLY STATUS REPORT

CONDITION(S): Given manager strength report, current work plan, computer printout on NAVMC 4030, DD 1348-1 forms received during the stated time period (weekly, monthly, yearly), the backlog file, and the reference.

STANDARD(S): The prepared status report will document work requests received, work requests completed, number of pieces received, number of pieces completed, current backlog pending, and unit personnel strength. The report will be submitted to higher headquarters.

PERFORMANCE STEPS:

1. Review the reference.

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2. Prepare manpower strength report.
3. Prepare status report document.
4. Send formal report to higher headquarters.

REFERENCE(S):

1. MCO P7100.8K, Field Budget Guidance Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

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DUTY AREA 02 - PERSONNEL MANAGEMENT

TASK: 3052.02.01 SUPERVISE PRESERVATION, PACKAGING, AND PACKING (PP&P)
SAFETY PROGRAM

CONDITION(S): Given a safety order, personnel performing PP&P assignments,
and the references.

STANDARD(S): Safety guidelines will be followed by all personnel. Deviation
from safe procedures will cause corrective action to be initiated.

PERFORMANCE STEPS:

1. Review the references.
2. Enforce safety policy and rules.
3. Train personnel to avoid accidents.
4. Conduct accident prevention programs.
5. Ensure safety clothing and equipment for personnel are used.
6. Ensure that a fire prevention and protection program is established.
7. Ensure fire protection equipment is available.
8. Ensure that a fire evacuation plan is established.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO 4450.14, JSM for Storage & Materials Handling

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3052.02.02 SUPERVISE PROCESS PLANNING

CONDITION(S): Given container manufacturing and Preservation, Packaging
and Packing (PP&P) areas, subordinate personnel, and the references.

STANDARD(S): Process planning will be accomplished per the references
to include complete documentation, care in storage, quality control,
maintenance of safety and security standards, manufacture of shipping
containers, and PP&P.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure subordinate personnel are knowledgeable on requirements of
process planning.
3. Periodically inspect subordinate process planning.

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4. Identify problems and take corrective action.
5. Ensure corrective action is accomplished,

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4030.21C, Packaging Material Packing Vol II
3. MCO P4030.31C, Packing Material Preservation Vol I
4. MCO P4030.36A, USMC Packaging Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (SSgt)

TASK: 3052.02.03 SUPERVISE ACCOUNTING PROCEDURES

CONDITION(S): Given accounting forms and documents, accounting requirements and restrictions, subordinate personnel, and the references.

STANDARD(S): Accounting procedures will include complete documentation and quality control. Security standards will be maintained and accounting documentation will meet specified requirements as directed by the references.

PERFORMANCE STEPS:

1. Review the references.
2. Observe personnel performing accounting procedures.
3. Identify any discrepancies.
4. Initiate corrective action, as required.
5. Ensure corrective action is accomplished.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3052.02.04 SUPERVISE REIMBURSABLE FUNCTIONS

CONDITION(S): Given a completed DD Form 2275 file copy, the date that the DD Form 2275 information was entered into the computer system, the comptroller Job Order Number (JON), weekly balance file listing reimbursements, and the unit's authorized budget.

STANDARD(S): The DD Form 2275 will be complete, accurate, and submitted to the

comptroller. Reimbursements will be received by units in a timely manner, and reimbursable actions will not exceed authorized budget. Corrective action will be initiated to resolve reimbursable function procedural problems.

PERFORMANCE STEPS:

1. Review the reference.
2. Review the completed DD Form 2275.
3. Ensure the DD Form 2275 is complete and accurate.
4. Ensure the JON has been recorded.
5. Forward the DD Form 2275 to the comptroller.

REFERENCE(S):

1. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3052.02.05 SUPERVISE RECEIVING OPERATIONS

CONDITION(S): Given access to a supply receiving area and the references.

STANDARD(S): The informal inspection will verify the prompt and accurate processing of receipts, operational procedures follow current standard operating procedures, National Stock Number/National Item Identification Number (NSN/NIIN) is correct, and supply quantity received is correct. Administrative document will be complete and forwarded to supply clerks.

PERFORMANCE STEPS:

1. Review the references.
2. Review processing of receipts.
3. Ensure proper procedures are followed.
4. Ensure corrective NSN/NIINs and quantities are listed.
5. Ensure correct documentation is provided.
6. Initiate corrective action on discrepancies.
7. Ensure corrective action is accomplished.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

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2. MCO P4450.7E, Marine Corps Warehousing Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3052.02.06 SUPERVISE PRESERVATION

CONDITION(S): Given access to a working Preservation, Packaging and Packing (PP&P) area, and the references.

STANDARD(S): Material will be processed promptly and follow established PP&P procedures. Administrative documents will be forwarded to the administrative section.

PERFORMANCE STEPS:

1. Review the references.
2. Observe PP&P operations.
3. Identify procedural discrepancies.
4. Initiate corrective action, as required.
5. Ensure corrective action is accomplished.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II
2. MCO P4030.23E, Instruction Guide for Basic Military P&P
3. MCO P4030.31C, Packing Material Preservation Vol I
4. MCO P4030.36A, USMC Packaging Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3052.02.07 SUPERVISE CONTAINER MANUFACTURING OPERATIONS

CONDITION(S): Given access to container manufacturing area, personnel constructing containers, and the reference.

STANDARD(S): Container manufacturing will meet specified requirements to include complete documentation and maintenance of safety standards, compliance with specified requirements directed by the customer, and construction per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Observe container manufacturing operation.

3. Identify procedural discrepancies.
4. Initiate corrective action, as required.
5. Ensure corrective action is accomplished.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (Sgt)

TASK: 3052.02.08 SUPERVISE CUSTODY PROCEDURES

CONDITION(S): Given access to warehouse and/or Preservation, Packaging and Packing (PP&P) area, warehouse personnel, and the references.

STANDARD(S): The custody procedures will include prompt and accurate processing of material, quality control, and continuously maintained custody. Administrative documents will be completed and submitted to the administrative section.

PERFORMANCE STEPS:

1. Review the references.
2. Observe custody procedures.
3. Identify procedural discrepancies.
4. Initiate corrective action, as required.
5. Ensure corrective action is accomplished.

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124, SASSY Using Units Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3052.02.09 SUPERVISE HAZARDOUS MATERIAL PROCESSING

CONDITION(S): Given access to warehouse and/or Preservation, Packaging, and Packing (PP&P) area, personnel handling hazardous material, and the references.

STANDARD(S): Personnel handling hazardous materials will follow regulations specified in the references, hazardous material will be inspected to ensure it is ready for PP&P, and PP&P containers will be serviceable.

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PERFORMANCE STEPS:

1. Review the references.
2. Observe hazardous material processing.
3. Identify procedural discrepancies.
4. Initiate corrective action, as required.
5. Ensure corrective action is accomplished.

REFERENCE(S):

1. OSHA Regulations
2. CFR TITLE 49, Transportation
3. IATA, International Air Transportation Association
4. ICAO, International Civil Aviation Organization
5. IMDG, International Maritime Dangerous Goods
6. MCO P4030.19G, Preparation of Hazardous Material for Military Air Shipments

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12)
Req By (Sgt)

TASK: 3052.02.10 SUPERVISE PREPARATION FOR SHIPMENT OPERATIONS

CONDITION(S): Given access to a packing area, personnel preparing material for shipment, and the references,

STANDARD(S): Packing will meet all Department of Defense (DoD) specified requirements for shipping of items, administrative documents will be complete, and the marking of shipping containers will be per the references.

PERFORMANCE STEPS:

1. Determine the requirements for shipment.
2. Brief personnel on requirements.
3. Observe preparation for shipment.
4. Direct corrective action on discrepancies, as required.
5. Ensure that corrective action has been accomplished.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

2. MCO P4030.21C, Packaging Material Packing Vol II
3. MCO P4030.36A, USMC Packaging Manual
4. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3052.02.11 SUPERVISE PREPARATION FOR CARE IN STORAGE

CONDITION(S): Given requirements to pack, package and preserve items for long term storage, personnel, and the references.

STANDARD(S): Material will be properly packaged for long term interior/ exterior storage, items properly identified, and the containers marked.

PERFORMANCE STEPS:

1. Review the references.
2. Observe the preparation.
3. Ensure items are properly identified.
4. Ensure containers are properly marked.
5. Ensure items are properly packaged.
6. Identify any discrepancies.
7. Initiate corrective action.
8. Ensure corrective action is accomplished.

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4030.23E, Instruction Guide for Basic Military P&P
3. MCO P4030.36A, USMC Packaging Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3052.02.12 SUPERVISE PREVENTIVE MAINTENANCE PROGRAM

CONDITION(S): Given local preventive maintenance (PM) instructions, personnel requirements, tools, operator manuals, and Material Handling Equipment (MHE) to be serviced.

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STANDARD(S): Preventive maintenance on MHE will be completed as specified in equipment manuals for operator maintenance, and safety of personnel and equipment will be observed.

PERFORMANCE STEPS:

1. Observe accomplishment of PM.
2. Ensure steps listed in PM instructions are correctly carried out.
3. Randomly inspect PM accomplishment.
4. Identify any discrepancies.
5. Initiate corrective action, as required.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3052.02.13 SUPERVISE PRIORITIZATION OF WORKLOAD

CONDITION(S): Given a working warehouse, personnel strength reports, a list of gear to be processed by priority, and the reference.

STANDARD (S) : Items of gear will be handled in the correct priority order through realignment of personnel assets and adjusted work plans.

PERFORMANCE STEPS:

1. Review the reference.
2. Assign workload based upon priority.
3. Verify that gear is processed according to priority.
4. Adjust work plans and assign personnel to establish optimal processing.

REFERENCE(S):

1. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3052.02.14 SUPERVISE EMBARKATION PROCEDURES

CONDITION(S): Given an embarkation order, personnel performing embark procedures, Material Handling Equipment (MHE), and the references.

STANDARD (S) : The procedures used will comply with the requirements of the embarkation order, will follow the guidelines established by the references to include process

planning, meet ready to issue supply requirements, and follow care of material in storage, and transit guidelines.

PERFORMANCE STEPS:

1. Review the references.
2. Review embarkation order.
3. Determine embarkation procedures.
4. Observe embarkation operation.
5. Identify deficiencies in operation.
6. Initiate corrective action.

REFERENCE(S):

1. FMFM 4-2, Amphibious Embarkation
2. MCO P4790.3A, MIMMS Depot Policy Manual

INITIAL TRAINING SETTING: MOTT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3052.02.15 SUPERVISE PRESERVATION AND PACKAGING OPERATIONS FOR DEPLOYMENT

CONDITION(S): Given an embarkation order, access to a Preservation, Packaging, and Packing (PP&P) area, personnel performing preservation and packaging tasks, and the references.

STANDARD(S): All requirements of the embarkation order will be met to include prompt and accurate processing of material, quality control procedures, and correct supply quantities. Administrative documents will be complete and forwarded to supply clerks.

PERFORMANCE STEPS:

1. Review the references.
2. Review embarkation orders.
3. Ensure adequate preservation and package area is available.
4. Assign personnel.
5. Brief personnel on requirements.
6. Observe personnel conducting preservation and packaging.
7. Ensure tasks are being accomplished correctly.
8. Initiate corrective action on any discrepancies.

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9. Ensure corrective action has been accomplished.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I
2. MCO P4790.3A, MIMMS Depot Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (SSgt)

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6-F-12

DUTY AREA 03 - OPERATIONAL FUNCTIONS

TASK: 3052.03.01 PERFORM PROCESS PLANNING

CONDITION(S): Given a requirement to pack, package, or preserve an item, a detailed description of the item, and the references.

STANDARD(S): The process planning will include a detailed description of how the item will be packed, what the item will be packed in, how the item is to be preserved, and identify packing material requirements.

PERFORMANCE STEPS:

1. Review the references.
2. Determine how item will be packed.
3. Determine packing material required.
4. Turn-in item for packing.
5. Inspect packed item.

REFERENCE(S):

1. MCO P4030.23E, Instruction Guide for Basic Military P&P
2. MCO P4030.36A, USMC Packaging Manual
3. MIL-STD 2073-1C, Standard Practice for Military Packing

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3052.03.02 PERFORM IN PROCESS QUALITY CONTROL PROCEDURES

CONDITION(S): Given equipment in the process of Preservation, Packaging and Packing (PP&P), personnel performing PP&P functions, and the references.

STANDARD(S): Procedures will be conducted per the references. Proper containers will be selected, marked, and packed. Quality control signatures will be obtained.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure serviceability of gear.
3. Ensure proper selection of containers.
4. Ensure proper packing and marking.

5. Indicate by signature on appropriate documents that quality control has been accomplished.

REFERENCE(S) :

1. MCO P4790.3A, MIMS Depot Policy Manual
2. MIL-STD 2073-IC, Standard Practice for Military Packing

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3052.03.03 PERFORM QUALITY CONTROL PROCEDURES ON OUTGOING MATERIAL

CONDITION(S): Given material which has been preserved, packaged, or packed, and the references.

STANDARD(S): The outgoing material will be verified as being packed correctly, shipping container constructed using the proper materials and is the correct size. Materials will be marked, banded, blocked, and braced per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Verify correct packaging.
3. Verify proper construction of container.
4. Verify proper size.
5. Verify proper banding, blocking, and bracing.
6. Verify proper marking.
7. Initiate corrective action on any discrepancies.
8. Ensure that the corrective action is accomplished.

REFERENCE(S) :

1. MCO P4030.21C, Packaging Material Packing Vol II
2. MCO P4030.24C, LOG PKG MGT
3. MCO P4030.31C, Packing Material Preservation Vol I
4. MCO P4030.36A, USMC Packaging Manual
5. MIL-STD 2073-1C, Standard Practice for Military Packing
6. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3052.03.04 CONDUCT QUALITY ASSURANCE EVALUATIONS

CONDITION(S): Given access to constructed boxes, pallets, containers, packaged and preserved material, and the references.

STANDARD(S): A random inspection will verify that items are packed and preserved per the references. Pallets, containers, and boxes will be constructed with correct lumber or other building materials. Nails or other fastening devices will be used properly.

PERFORMANCE STEPS:

1. Review the references.
2. Perform random inspection of constructed and packed boxes, pallets, and containers.
3. Verify proper packing and preservation.
4. Verify proper use of materials.
5. Verify proper assembly of containers.
6. Verify proper marking of containers.
7. Initiate corrective action, as necessary.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II
2. MCO P4030.24C, LOG PKG MGT
3. MCO P4030.31C, Packing Material Preservation Vol I
4. MCO P4030.36A, USMC Packaging Manual
5. MIL-STD 2073-1C, Standard Practice for Military Packing
6. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3052.03.05 COORDINATE LOGISTICS SUPPORT REQUIREMENTS

CONDITION(S): Given an embarkation plan, equipment availability listing, Material Handling Equipment (MHE) availability, access to a Preservation, Packaging and Packing (PP&P) unit, and transportation availability requirements and the reference.

STANDARD(S): The Logistics Support Plan will meet the supply requirements of the embarking unit. Coordination with Direct Supply Support Center (DSSC) with ensure availability of equipment of supplies, provide PP&P support, and ensure availability of

MHE. Traffic Management Office (TMO) will be informed of supply and transportation requirements.

PERFORMANCE STEPS:

1. Review the reference.
2. Develop a logistic support plan.
3. Coordinate equipment and supply requirement of DSSC.
4. Ensure PP&P support is available.
5. Ensure MHE assets are available.
6. Notify TMO of transportation requirements.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3052.03.06 TRACK STATUS OF ITEMS PROCESSED THROUGH PRESERVATION

CONDITION(S): Given a DD Form 1348, work request number assignment, access to Preservation, Packaging and Packing (PP&P) unit, work request follow-up files, and Traffic Management Office (TMO) files.

STANDARD(S): Items will have received correct PP&P processing, be completed in a timely manner, and shipped through TMO or issued to requiring unit.

PERFORMANCE STEPS:

1. Maintain pending status file.
2. Identify mistakes on individual work request in a timely manner.
3. Correct problem areas.
4. Notify TMO on shipping instructions, as required.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (SSgt)

TASK: 3052.03.07 CONTROL SPECIAL TOOLS

CONDITION(S): Given a list of special tools assigned to the unit, documentation of special tool allowance, special tools sign out cards or log, access to the tool storage cage, and the previous months inventory records.

STANDARD(S): A special tool control and accounting program will be established to account for lost, replaced, and unserviceable tools on hand. Tools on hand will not exceed special tool allowance. Special tool check-out/check-in procedures will be utilized. Discrepancies between special tool allowance and on-hand quantity will be documented in writing and submitted to higher headquarters.

PERFORMANCE STEPS:

1. Establish/maintain special tool control and accounting program.
2. Ensure tools on hand are within allowance.
3. Conduct monthly inventory of special tools.
4. Document and resolve inventory discrepancies.
5. Report any discrepancy, in writing, to higher authorities.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Cpl)

TASK: 3052.03.08 OPERATE AUTOMATED MATERIAL HANDLING EQUIPMENT (AMHE)

CONDITION(S): Given supplies and equipment requiring movement, AMHE, the references, and the manufacturer's operating instructions.

STANDARD(S): Material will be successfully transferred from one location to another. No damage to Government property will result from transfer.

PERFORMANCE STEPS:

1. Review the references.
2. Embark supplies on AMHE.
3. Negotiate warehouse area with AMHE.
4. Disembark supplies from AMHE.
5. Perform first echelon maintenance on AMHE.

REFERENCE(S):

1. Manufacturer's Operating Instructions
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO 4450.12, Storage and Handling of Hazardous Materials
4. MCO 4450.14, JSM for Storage & Materials Handling
5. MCO P4450.7E, Marine Corps Warehousing Manual

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INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Cpl)

TASK: 3052.03.09 PERFORM PREVENTIVE MAINTENANCE (PM)

CONDITION(S): Given Preservation Packaging, and Packing equipment requiring preventive maintenance, a preventive maintenance sheet, and the reference.

STANDARD(S): Preventive maintenance will be conducted per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Conduct PM.
3. Complete the PM checklist.

REFERENCE (S) :

1. Manufacturer's Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (SSgt)

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DUTY AREA 04 - CONTAINER MANUFACTURING

TASK: 3052.04.01 DESIGN WOOD SHIPPING/STORAGE CONTAINERS

CONDITION(S): Given a description of equipment requiring containment, administrative supplies, and the references.

STANDARD(S): Shipping/storage containers will be designed to enclose the selected equipment as economically as possible.

PERFORMANCE STEPS:

1. Review the references.
2. Inspect equipment to be enclosed.
3. Determine packaging requirements.
4. Determine storage or shipping conditions.
5. Determine material to be used.
6. Design container.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II
2. MCO P4030.31C, Packing Material Preservation Vol I
3. PPP-B-601, Federal Specifications for Boxes, Wood, Cleated-Plywood
4. PPP-B-621, Federal Specifications for Box, Wood, Nailed and Lock-Corner

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3052.04.02 CONSTRUCT SHIPPING/STORAGE CONTAINERS

CONDITION(S): Given equipment to be contained, construction materials, container design specifications, and the references.

STANDARD(S): Shipping/storage container is constructed to safely and securely contain the specified equipment.

PERFORMANCE STEPS:

1. Review the references.
2. Review the container design.
3. Assemble necessary tools and materials.
4. Construct and inspect container.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II
2. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3052.04.03 CONSTRUCT WOOD PALLETS

CONDITION(S): Given materials, tools, and the reference.

STANDARD(S): Pallets are constructed per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Select pallet dimensions.
3. Select materials.
4. Construct and inspect pallet.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (Sgt)

TASK: 3052.04.04 ASSEMBLE TRIPLE-WALL CORRUGATED FIBERBOARD SHIPPING CONTAINERS

CONDITION(S): Given triple-wall corrugated fiberboard material, assembly tools, and the references.

STANDARD(S): Fiberboard shipping container will be assembled per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Research characteristics of item to be contained.
3. Select method of packing.
4. Determine shipment or storage requirements.
5. Determine characteristics of container.
6. Fabricate container.
7. Inspect container to ensure proper construction.

REFERENCE(S) :

1. ASTM D4727, Corrugated and Solid Fiberboard Sheet Rock (container grade) and Cut Shapes
2. ASTM D5118/D5118M, Fabrication of Fiberboard Shipping Boxes
3. ASTM D5168, Fabrication and Closure of Triple-Wall Corrugated Fiberboard Containers
4. MCO P4030.21C, Packaging Material Packing Vol II
5. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (SSgt)

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DUTY AREA 05 - MATERIAL PRESERVATION AND PACKAGING

TASK: 3052.05.01 PERFORM PARTIAL DISASSEMBLY OF COMPONENTS FOR PRESERVATION AND PACKAGING

CONDITION(S): Given items requiring partial disassembly for cleaning and the references.

STANDARD(S): Items will be disassembled to the point where further disassembly would require special skills or tools.

PERFORMANCE STEPS:

1. Review the references.
2. Disassemble item.
3. Ensure all parts are kept with the item.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II
2. MCO P4030.31C, Packing Material Preservation Vol I
3. MCO P4030.36A, USMC Packaging Manual
4. MIL-STD 2073-1C, Standard Practice for Military Packing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3052.05.02 PERFORM C-1 (ANY APPLICABLE PROCESS) CLEANING PROCESS

CONDITION(S): Given items requiring cleaning and the references.

STANDARD(S): The item will be thoroughly cleaned.

PERFORMANCE STEPS:

1. Review the references.
2. Select the cleaning process to be used.
3. Clean the item to meet the five basic cleaning requirements.
4. Test for cleanliness.

REFERENCE(S):

1. MCO P4030.31C, Packing material Preservation Vol I
2. MIL-STD 2073-1C, Standard Practice for Military Packing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.03 PERFORM C-3 (SOLVENT) CLEANING PROCESS

CONDITION(S): Given an item with a light grease or oil, two cleaning solvent tanks, and the reference.

STANDARD(S): Item will be free of all grease and oil.

PERFORMANCE STEPS:

1. Review the reference.
2. Immerse item in the solvent cleaning tank placing it in a position to receive the most effective washing action.
3. Agitate the item thoroughly for complete cleaning.
4. Use a brush where necessary to remove heavy contaminant.
5. Remove clean item from tank and allow to drain completely.
6. Immerse item in second tank (rinse tank) and agitate, as necessary.
7. Remove from rinse tank and place on tray to thoroughly drain.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.04 PERFORM C-5 SOLVENT CLEANING FOLLOWED BY FINGERPRINT REMOVAL

CONDITION(S): Given an item with light grease or oil, and critical functioning surfaces or close tolerances, and the reference.

STANDARD(S): All grease, oil, perspiration, fingerprints, and contaminants will be removed from the item.

PERFORMANCE STEPS:

1. Review the reference.
2. Immerse item in the solvent cleaning tank, placing it in a position to receive the most effective washing action.
3. Agitate the item thoroughly for complete cleaning.
4. Use a brush where necessary to remove heavy contaminant.
5. Remove clean item from tank and allow to drain completely.

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6. Immerse item in second tank (rinse tank) and agitate, as necessary.
7. Remove from rinse tank and place on tray to thoroughly drain.
8. Immerse item in perspiration and fingerprint removal compound.
9. Agitate the item for 2 to 3 minutes.
10. Remove item from fingerprint removal compound and allow to drain.
11. Immerse item in second tank containing uncontaminated dry cleaning solvent or paint thinner and rinse thoroughly.
12. Drain and dry the items.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.05 PERFORM C-7 (VAPOR DEGREASING) CLEANING PROCESS

CONDITION(S): Given items which are heavily oiled, greased, and/or waxed,
a vapor degreaser, and the reference.

STANDARD(S): Items will be free of all oils, greases, and wax.

PERFORMANCE STEPS:

1. Review the reference.
2. Place items on racks or in baskets.
3. Lower the items slowly into the vapor area at a rate of 10 to 12 feet per minute to prevent escape of vapors from the tank.
4. When vapors stop condensing on the items, slowly remove from the tank.
5. Remove slowly from vapor area and allow items to cool to room temperature.
6. If some contaminant still remains on the items report steps 2, 3, and 4.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.06 PERFORM C-8 (PERSPIRATION AND FINGERPRINT REMOVAL)
CLEANING PROCESS

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CONDITION(S): Given items with critical functioning surfaces or close tolerances and the reference.

STANDARD(S): All perspiration, fingerprints, and contaminants will be removed from the item.

PERFORMANCE STEPS:

1. Review the reference.
2. Immerse items in perspiration and fingerprint removal compound.
3. Agitate the items for 2 to 3 minutes.
4. Remove items from fingerprint removal compound and allow to drain.
5. Immerse items in second tank containing uncontaminated dry cleaning solvent and paint thinner and rinse thoroughly.
6. Drain and dry the items.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.07 PERFORM C-9 (ALKALINE) CLEANING PROCESS

CONDITION(S): Given an item having noncritical surface, oily and heavy waxes, one alkaline solution cleaning tank, one hot water cleaning tank, and the reference.

STANDARD(S): item will be free of all contaminants.

PERFORMANCE STEPS:

1. Review the reference.
2. Immerse item in alkaline solution at 205 to 210 degrees Fahrenheit.
3. Remove item from alkaline solution and immerse item in a hot water rinse of 180 to 210 degrees Fahrenheit.
4. Rinse and let drain.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.08 PERFORM C-11 (ELECTRO CLEANING) CLEANING PROCESS

CONDITION(S): Given an item with rust flakes, an alkaline electron cleaning tank, and the reference.

STANDARD(S): Item will be free of all rust and other contaminants.

PERFORMANCE STEPS:

1. Review the reference.
2. Attach item to cleaning fixture and lower into cleaning tank with solution 205-212 degrees Fahrenheit.
3. Clean item by making it cathodic for 1 to 5 minutes.
4. Relieve hydrogen embrittlement by reversing the current and making item anodic for 15 to 30 seconds.
5. Allow time for excess cleaner to drain without drying on item.
6. Transfer an item to the rinse tank.
7. Rinse item for 30 to 60 seconds in overflowing hot rinse water (180 F).
8. Drain and dry immediately.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.09 PERFORM C-12 (EMULSION) CLEANING PROCESS

CONDITION(S): Given an item with oil-soluble and/or water-soluble contaminants, spray washer, and the reference.

STANDARD(S): Item will be free of contaminants.

PERFORMANCE STEPS:

1. Review the reference.
2. Load the item so that sprayed emulsion will reach all surfaces to be cleaned.
3. Pass items through or suspend them in emulsion spray zone.
4. Check results of cleaning and readjust spray nozzles as necessary to ensure effective cleaning.
5. Follow the pressure spraying by thorough immersion rinsing in clean hot water (180 F).

6. If equipment does not have an automatic blowoff, dry items with clean compressed air or other approved drying procedure.

7. Inspect for cleanliness and test as necessary.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.10 PERFORM C-14 (STEAM) CLEANING PROCESS

CONDITION(S): Given an item too large to be soaked in tanks or conveyed through spraying machines and the reference.

STANDARD(S): All oils, greases, and other deposits will be removed from items.

PERFORMANCE STEPS:

1. Review the reference.
2. Prepare cleaner for operations by checking assembly, water supply electrical source, fuel supply, proper lubrication and position of all valves, open or closed, as required.
3. Start the jet cleaner.
4. Direct cleaning gun discharge assembly to the item requiring cleaning.
5. Shut off the flow soap concentrate and turn gun control handle from vapor to rinse. Open soap control valve 1/8th turn from closed position to allow a small amount of soap solution to flow and thus prevent heating coil restriction.
6. Rinse item with clean high pressure steam until all residue has been removed.
7. Shut off steam unit.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.11 PERFORM C-15 (ABRASIVE BLAST) CLEANING PROCESS

CONDITION(S): Given an item with solid, tightly adhering contaminants requiring cleaning, an abrasive cleaner, and the reference.

STANDARD(S): Item will be cleaned until free of contaminants.

PERFORMANCE STEPS:

1. Review the reference.
2. Mask off any portions of item that must not be blasted.
3. Direct the stream of abrasive at a 90 degree angle to work surface and move nozzle only as fast as the surface is cleaned.
4. Blowoff with compressed air or rinse in an inhibited cleaning solution.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.12 PERFORM C-16 (VAPOR BLAST (LIQUID HONING)) CLEANING
PROCESS

CONDITION(S): Given an item with a light coat of rust or scale on its
surface, a vapor cleaner, and the reference.

STANDARD(S): Rust or scale will be removed.

PERFORMANCE STEPS:

1. Place item on table, in tumbler or in baskets--depending on its size.
2. Place arms through rubber sleeve opening in vapor blaster.
3. Hold item in one hand while blasting. Direct the blasting steam with the other.
4. Remove item from cabinet and dip in a tank of corrosion inhibited rinse water.
5. Dry the item as soon as possible after rinsing.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.13 PERFORM C-17 (SOFT GRIT BLAST) CLEANING PROCESS

CONDITION(S): Given an item with a light coat of rust or scale on its
surface, a soft grit blasting machine, and the reference.

STANDARD(S): Light coat of rust or scale will be removed.

PERFORMANCE STEPS:

1. Review the reference.

2. Place item on table, in tumbler or in baskets --depending on its size.
3. Place arms through rubber sleeve opening in blaster.
4. Hold item in one hand while blasting. Direct the blasting steam with the other.
5. Remove cleaned item from cabinet and dip it in a tank of corrosion inhibited rinse water.
6. Dry the item as soon as possible after rinsing.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.14 PERFORM C-18 (VAPOR DEGREASING FOLLOWED BY FINGERPRINTING
REMOVAL) HEARING PROCESS

CONDITION(S): Given a metal item with heavy oil and greases, a vapor
degreaser, fingerprint removal compound immersion tank, and the reference.

STANDARD(S): All grease and oil contaminants will be removed and item
will be tested for cleanliness.

PERFORMANCE STEPS:

1. Review the reference.
2. Determine vapor cleaning method to use.
3. Vapor clean item per the reference.
4. Immerse item in perspiration and fingerprint removal compound.
5. Agitate item for minimum of 2 minutes.
6. Rinse item in a second tank containing clean solvent.
7. After rinsing, drain item thoroughly.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12)
Req By (Pvt)

TASK: 3052.05.15 PERFORM C-19 (ULTRASONIC) CLEANING PROCESS

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CONDITION(S): Given an item constructed of nonabsorbent material, an ultrasonic cleaning tank, and the reference.

STANDARD(S): Item will be cleaned until free of contamination.

PERFORMANCE STEPS:

1. Review the reference.
2. Put item in tank.
3. Operate tank until item is clean.
4. Remove item from tank.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.16 PERFORM D-1 (PREPARED COMPRESSED AIR) DRYING PROCEDURES

CONDITION(S): Given items cleaned with solvent, a compressed air machine, and the reference.

STANDARD(S): Solvent will be evaporated by compressed air. Item will be free of contaminants.

PERFORMANCE STEPS:

1. Review the reference.
2. Adjust the air pressure to 30 pounds per square inch.
3. Apply the compressed air to the surfaces of the item.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.17 PERFORM D-2 (OVEN) DRYING PROCEDURES

CONDITION(S): Given items cleaned with solvent, an oven, and the reference.

STANDARD(S): Items will be dry and free of contaminants.

PERFORMANCE STEPS:

1. Review the reference.

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2. Place items in basket or on a rack in oven.
3. Set proper oven temperature.
4. Remove dry item from oven.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.18 PERFORM D-3 (INFRARED LAMP) DRYING PROCEDURES

CONDITION(S): Given items previously cleaned, an infrared cabinet, and the reference.

STANDARD(S): Items will be dry and free of contaminants.

PERFORMANCE STEPS:

1. Review the reference.
2. Place items on conveyer or monorail for passage through infrared cabinet.
3. Adjust the speed of the conveyer so that items are dry upon exit of cabinet.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.19 PERFORM D-4 (WIPING) DRYING PROCEDURES

CONDITION(S): Given an item previously cleaned, a lint free cloth, and the reference.

STANDARD(S): Item will be dry and lint free.

PERFORMANCE STEPS:

1. Review the reference.
2. Use clean lint-free, dry cloth to wipe off cleaner residues until surfaces are apparently dry.
3. Change to fresh, clean, dry lint-free cloths, and polish until assured of a thoroughly dried surface.
4. Discard wiping cloths when they become saturated or soiled.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.20 PERFORM D-5 (DRAINING) DRYING PROCEDURES

CONDITION(S): Given an item cleaned with a petroleum solvent, a drain rack, and the reference. Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning materials, rigid metal containers, marking equipment, and the reference.

STANDARD(S): Item will be dry and free of contaminants. The item will have contact preservative applied, as necessary. The item will be wrapped in greaseproof barrier material, be properly cushioned, and be sealed in the rigid container. The container will be marked to indicate its contents. The container will be vacuum sealed, as required.

PERFORMANCE STEPS:

1. Review the reference.
2. Remove the items from cleaning tank and place on rack to drain.
3. Check items surfaces.
4. Apply contact preservative as required.
5. Wrap items in initial barrier.
6. Cushion items and place in container.
7. Place lid on container and seal.
8. Vacuum pack, if required.
9. Identify contents of container.

REFERENCE(S):

1. MCO P4030.36A, USMC Packaging Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.21 PERFORM METHOD 10 (MECHANICAL OR PHYSICAL PROTECTION ONLY) PRESERVATION

CONDITION(S): Given items requiring method 10 preservation, ties and binders, wrapping materials, cushioning materials, blocking and bracing materials, containers, tapes and labels, and the references.

STANDARD(S): The items will be wrapped and cushioned to provide physical and mechanical

protection within containers. Protection will be provided against scratching, abrading, chipping, or marring. The items will be made secure in their containers by blocking or bracing. Measures will be taken to counteract the effects of falls, blows, or carrier hazards.

PERFORMANCE STEPS:

1. Review the references.
2. Determine if method 10 preservation is correct.
3. Select materials needed.
4. Package item.
5. Inspect package.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I
2. MIL-STD 2073-1C, Standard Practice for Military Packing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.22 PERFORM METHOD 31 (WATERPROOF BAG, SEALED) PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, greaseproof barrier material, neutral papers, cushioning materials, bags, marking equipment, and the reference.

STANDARD(S): The items will have contact preservative applied, if necessary; be wrapped in barrier material, as required; be properly cushioned; and be sealed in bags. The bag will be marked to indicate its contents. Air volume inside the bag will be reduced to the minimum.

PERFORMANCE STEPS:

1. Review the reference.
2. Support items with fiberboard.
3. Wrap supported items in barrier material.
4. Insert wrapped items in waterproof bag.
5. Exhaust excess air from bag.
6. Heat seal the bag.
7. Identify completed pack.

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REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.23 PERFORM METHOD 32 (CONTAINER ENCLOSED IN WATERPROOF
BAG, SEALED) PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, greaseproof
barrier material, neutral papers, cushioning materials, bags, marking
equipment, and the reference.

STANDARD(S): The items will have contact preservative applied, if necessary,
be wrapped in barrier material, as required, be properly cushioned, and
sealed in bags. The bag will be marked to indicate its contents. Air volume
inside the bag will be reduced to the minimum.

PERFORMANCE STEPS:

1. Review the reference.
2. Wrap items in barrier material.
3. Cushion items and place in container.
4. Insert in waterproof bag and heat seal.
5. Identify unit pack.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.24 PERFORM METHOD 33 (GREASEPROOF, WATERPROOF BAG, SEALED)
PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, neutral papers,
cushioning materials, greaseproof/waterproof bags, marking equipment, and the
reference.

STANDARD(S): The items will have contact preservative applied, if necessary,
be wrapped in neutral paper, as required, be properly cushioned, and be
sealed in bags. The bag will be marked to indicate its contents. Air volume
inside the bag will be reduced to the minimum.

PERFORMANCE STEPS:

1. Review the reference.
2. Wrap cleaned and preserved items in neutral paper.

3. Cushion items.
4. Insert in waterproof/greaseproof bag.
5. Expel excess air from bag.
6. Heat seal bag.
7. Identify the completed pack.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.25 PERFORM METHOD 41 (WATER-VAPORPROOF BAG, SEALED)
PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning materials, rigid metal containers, marking equipment, and the reference.

STANDARD(S): The items will have preservative applied if necessary, be wrapped in barrier material, be properly cushioned, and be sealed in the water-vaporproof bag. The bag will be marked to indicate its contents.

PERFORMANCE STEPS:

1. Review the reference.
2. Wrap items in barrier material as required.
3. Cushion items.
4. Insert items in bag.
5. Heat seal package.
6. Identify completed unit pack.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.26 PERFORM METHOD 42 (CONTAINER, BAG, SEALED, CONTAINER)
PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning materials, bags, cartons, boxes, marking equipment, and the reference.

STANDARD(S): The items will have contact preservative applied, if necessary; be wrapped in barrier material; be properly cushioned; and be sealed in an inner container, placed in a water-vaporproof bag; and inserted in an outer box or carton. The container will be marked to indicate its contents.

PERFORMANCE STEPS:

1. Review the reference.
2. Wrap items in appropriate barrier material.
3. Place cushioned items in container and seal.
4. Insert sealed container in water-vaporproof bag.
5. Heat seal the bag.
6. Insert sealed bag in suitable outer container.
7. Identify completed pack.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.27 PERFORM METHOD 43 (FLOATING WATERPROOF BAG, SPILLED)
PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning materials, gasket material, bags, marking equipment, and the reference.

STANDARD(S): The items will have contact preservative applied, if necessary; be wrapped in barrier material; be properly cushioned; and be sealed in bags. The bag will be fastened to the interior of the container. The container will be marked to indicate its contents. The container will be vacuumed sealed, as required.

PERFORMANCE STEPS:

1. Review the reference.
2. Wrap items in barrier material.
3. Drill holes for mounting base.
4. Place mounting bolts, locate gaskets, and seal with adhesives.
5. Cut barrier and seal bolt openings and gaskets with adhesive.
6. Add cushioning material and mount items to base.
7. Secure cushioning material around items.

8. Heat seal the water-vaporproof barrier.
9. Leave small opening for air removal.
10. Remove excess air and make final seal to complete pack.
11. Place items in outer container for shipping.
12. Mark container with contents.

REFERENCE(S) :

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.28 PERFORM METHOD 44 (RIGID CONTAINER OTHER THAN ALL METAL,
SEALED) PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, barrier
material, neutral papers, cushioning materials, rigid containers, marking
equipment, and the reference.

STANDARD(S): The items will have contact preservative applied, if necessary,
be wrapped in barrier material, be properly cushioned, and be sealed in the
rigid container. The container will be marked to indicate its contents.

PERFORMANCE STEPS:

1. Review the reference.
2. Wrap items in barrier material.
3. Cushion items.
4. Place items in container.
5. Seal container.
6. Identify completed unit pack.

REFERENCE (S) :

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.29 PERFORM METHOD 51 (CUSHIONED ITEM, WATERPROOF BAG,
SEALED) PRESERVATION

CONDITION(S): Given clean, dry preserved items requiring storage in a low humidity environment, neutral barrier material, cellulose wadding, bags, marking equipment, and the reference.

STANDARD(S): The preservation must be accomplished in one continuous operation in the shortest possible time. When wood or other hygroscopic materials, tending to release moisture, acids, or hygroscopic materials, have to be used, direct contact shall be prevented by applying wrappings of Grade A, MIL-B-121, QQ-A-1876 over contact points. Sufficient material will be left at the top of the bag to permit resealing at least twice. Desiccant bags will not touch critical surfaces of item. The completed package will not leak.

PERFORMANCE STEPS:

1. Review the reference.
2. Wrap clean items in neutral barrier.
3. Cushion wrapped items.
4. Insert items and desiccant in water-vaporproof bag.
5. Insert humidity indicator.
6. Exhaust excess air from bag and heat seal.
7. Identify and apply method II label to completed pack.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.30 PERFORM METHOD 52 (CONTAINER, WATERPROOF BAG, SEALED, CONTAINER) PRESERVATION

CONDITION(S): Given items which have received method IIE (container, bag, sealed), outer containers, marking equipment, and the reference.

STANDARD(S): Items will be placed in appropriately sized outer containers. Fiberboard containers will conform to weather-resistant class or grade of PPP-B-636 or PPP-B-640. When wooden boxes are used, they shall be lined with heavy kraft paper to prevent chaffing of the water-vaporproof barrier. Closure of the container shall not damage the barrier material.

PERFORMANCE STEPS:

1. Review the reference.
2. Insert water-vaporproof bag in outer container.
3. Seal outer container.

REFERENCE(S) :

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.30 PERFORM METHOD 52 (CONTAINER, WATERPROOF BAG, SEALED, CONTAINER) PRESERVATION

CONDITION(S): Given items which have received method IIE (container, bag, sealed), outer containers, marking equipment, and the reference.

STANDARD(S): Items will be placed in appropriately sized outer containers. Fiberboard containers will conform to weather-resistant class or grade of PPP-B-636 or PPP-B-640. When wooden boxes are used, they shall be lined with heavy kraft paper to prevent chaffing of the water-vaporproof barrier. Closure of the container shall not damage the barrier material.

PERFORMANCE STEPS:

1. Review the reference.
2. Insert water-vaporproof bag in outer container.
3. Seal outer container.

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4. Apply identification and method II labels to completed package.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3052.05.31 PERFORM METHOD 53 (FLOATING WATERPROOF BAG, SEALED)
PRESERVATION

CONDITION(S): Given clean, dry, preserved items requiring storage in a low humidity environment, bags, marking equipment, and the reference.

STANDARD(S): The preservation must be accomplished in one continuous operation in the shortest possible time. When wood or other hygroscopic materials must be used, direct contact shall be prevented by applying wrappings of Grade A, MIL-B-121, QQ-A-1876 over contact points. Sufficient material will be left at the top of the bag to permit resealing at least twice. Desiccant bags will not touch critical surfaces of item. The completed package will not leak.

PERFORMANCE STEPS:

1. Review the reference.
2. Prepare mounting base and floating barrier.
3. Seal gasket openings around mounting bolts.
4. Place items on mounting base and secure bolts.
5. Cushion projections attach desiccant and humidity indicator.
6. Seal barrier except for an opening to exhaust air.
7. Extract excess air from bag, using care not to rupture barrier.
8. Make final heat seal to close barrier.
9. Seal flaps, identify, and attach method II label to complete unit pack.
10. Pack item in suitable outer container for shipping.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.32 PERFORM METHOD 54 (RIGID CONTAINER OTHER THAN ALL METAL, SEALED) PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning material, rigid containers, desiccant, marking equipment, and the references.

STANDARD(S): The item will have contact preservative applied, if necessary; be wrapped in barrier material; be properly cushioned; and be sealed in the rigid container. The container will be marked to indicate its contents. The preservation must be accomplished in one continuous operation in the shortest possible time. When wood or other hygroscopic materials must be used, direct contact shall be prevented by applying wrappings of Grade A, MIL-B-121, QQ-A-1876 over contact points.

PERFORMANCE STEPS:

1. Review the reference.
2. Wrap items in barrier material.
3. Cushion items.
4. Place items in container.
5. Add desiccant and humidity indicator.
6. Seal container.
7. Identify completed unit pack.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I
2. MIL-STD 2073-1C, Standard Practice for Military Packing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.33 PERFORM METHOD 55 (RIGID METAL CONTAINER, SEAL D) PRESERVATION

CONDITION(S): Given clean, dry preserved items requiring storage in a low humidity environment, barrier material, cushioning material, rigid metal containers with machine seamed closures or reuseable gasketed closures, marking equipment, and the reference.

STANDARD(S): The preservation must be accomplished in one continuous operation in the shortest possible time. When wood or other hygroscopic materials must be used, direct contact shall be prevented by applying wrappings of Grade A, MIL-B-121, QQ-A-1876 over contact points. Sufficient material will be left at the top of the bag to permit resealing at least twice. Desiccant bags will not touch critical surfaces of item. The completed package will not leak. Extra care will be taken to ensure sufficient impact protection. The interval between the opening of the container and the final sealing should be kept as short as possible.

PERFORMANCE STEPS:

1. Review the reference.

- 2. Mount clean items to a suitable base.
- 3. Secure desiccant bags in position.
- 4. Locate humidity indicator on top bracing, insert items in reusable container.
- 5. Seal rubber gasket firmly in lid and place on container.
- 6. Position locking ring and fasten with nut and bolt.
- 7. Tap locking ring lightly as nut is being tightened.
- 8. Identify and seal with tamper proof seal.

REFERENCE(S):

- 1. MCO P4030.31C, Packing Material Preservation Vol I

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.34 PERFORM LEVEL A PACKAGING

CONDITION(S): Given items requiring level A packaging, tools, materials, and the references.

STANDARD(S): Material will be protected against direct exposure to extremes of climate, terrain, operational, and transportation environment without protection other than provided by the pack.

PERFORMANCE STEPS:

- 1. Review the reference.
- 2. Determine type of packing.
- 3. Determine the materials needed.
- 4. Perform level A pack.
- 5. Inspect final product to ensure compliance with the standard.

REFERENCE(S):

- 1. MCO P4030.21C, Packaging Material Packing Vol II
- 2. MCO P4030.31C, Packing Material Preservation Vol I
- 3. MCO P4030.36A, USMC Packaging Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.35 PERFORM LEVEL B PACKAGING

CONDITION(S): Given items requiring level B packaging, tool, material, and the references.

STANDARD(S): Material will be protected against physical damage and deterioration during favorable conditions of shipment, handling, and storage.

PERFORMANCE STEPS:

1. Review the references.
2. Determine type of packing.
3. Determine materials needed.
4. Perform level B pack.
5. Inspect final product to ensure compliance with the standard.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II
2. MCO P4030.36A, USMC Packaging Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.36 PERFORM LEVEL C PACKAGING

CONDITION(S): Given items requiring level C packaging and the references.

STANDARD(S): Material will be protected against physical damage and deterioration during the most favorable shipment and storage conditions as per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure minimum protection is acceptable.
3. Determine type of packing.
4. Determine materials needed.
5. Perform level C pack.
6. Inspect final product to ensure compliance with the standard.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II
2. MCO P4030.31C, Packing Material Preservation Vol I

3. MCO P4030.36A, USMC Packaging Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.37 PERFORM ELECTROSTATIC DISCHARGE PACKAGING

CONDITION(S): Given items to be packaged, working area, materials, and the references.

STANDARD(S): Items will be packed per the references such that the buildup of static charge is eliminated.

PERFORMANCE STEPS:

1. Review the references.
2. Inspect gear.
3. Prepare area.
4. Select materials.
5. Pack gear.
6. Inspect final product.

REFERENCE(S):

1. MIL-E-17555
2. MIL HDBK 263A, Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts
3. MIL-HDBK-773, Military Handbook, Electrostatic Discharge Protective Packaging
4. MIL-STD-1686, Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3052.05.38 PRESERVE MOTOR VEHICLES

CONDITION(S): Given motor vehicle requiring preservation, tools, equipment, and the references.

STANDARD(S): Motor vehicles will be preserved per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Inspect motor vehicle.

3. Determine level of protection.
4. Apply level of protection.
5. Inspect final work to ensure compliance with the standard.

REFERENCE(S):

1. MIL-STD-281A
2. MIL-V-62038

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12)
Req By (Pvt)

TASK: 3052.05.39 PRESERVE/PACKAGE MOTOR VEHICLE COLLATERAL EQUIPMENT

CONDITION(S): Given motor vehicles collateral equipment requiring preservation and the references.

STANDARD(S): Collateral equipment will be preserved per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Inspect collateral equipment.
3. Determine method, class or type of preservation and package.
4. Preserve and package.
5. Inspect completed work.

REFERENCE(S):

1. MIL-B-12841
2. MCO P4030.21C, Packaging Material Packing Vol II
3. MCO P4030.31C, Packing Material Preservation Vol I
4. MIL-STD 2073-IC, Standard Practice for Military Packing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

DUTY AREA 06 - MATERIAL PACKAGING

TASK: 3052.06.01 FABRICATE CASE LINER

CONDITION(S): Given barrier materials and the reference.

STANDARD(S): The case liner will be made of flexible waterproof or water-vaporproof materials. Case liners should be made large enough so that the weight of the load will be borne entirely by the container, not the liner. No tension in the walls or joints of the liner will exist after it encloses the contents.

PERFORMANCE STEPS:

1. Review the reference.
2. Select materials to be used.
3. Fabricate case liner.
4. Inspect case liner to ensure compliance with the standard.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3052.06.02 PREPARE PROTECTIVE BARRIERS

CONDITION(S): Given an item that is ready to be placed into a container, barrier material, and the reference.

STANDARD(S): The item will be protected from water, water-vapor, dust, dirt, and other foreign matter.

PERFORMANCE STEPS:

1. Review the reference.
2. Select the type and grade of barrier to be used.
3. Close per the specification MIL-L-10547.

REFERENCE (S)

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3052.06.03 INSTALL CUSHIONING IN THE SHIPPING CONTAINER

CONDITION(S): Given an item to be cushioned in a shipping container, cushioning material, and the reference.

STANDARD(S): The item will be cushioned in the container and protected from physical and mechanical damage. The nature and physical limitations of the item must be considered. The shock resistance, size, weight, shape, surface finish, and the degree of disassembly permitted will influence the way an item is to be cushioned. Method of cushioning is accomplished by floated item, floated pack, or shock mounts.

PERFORMANCE STEPS:

1. Review the reference.
2. Determine cushioning requirements.
3. Cushion item.
4. Inspect item to ensure compliance with the standard.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36)
Req By (Pvt)

TASK: 3052.06.04 FABRICATE AN INTERIOR SHROUD

CONDITION(S): Given an item to be packaged, packing material, and the reference.

STANDARD(S): Interior shroud will be fabricated to protect the item per the reference. All sharp projections of the item will be cushioned or padded. All joints in the material are made by using MMM-A-260 adhesive. Shrouds will hang free of the item and extend to within 6 inches of the bottom of the crate.

PERFORMANCE STEPS:

1. Review the reference.
2. Cushion or pad all sharp projections of the item.
3. Select the class of material to be used.
4. Make shroud.
5. Inspect shroud to ensure compliance with the standard.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36)
Req By (Pvt)

TASK: 3052.06.05 INSTALL BLOCKING IN THE SHIPPING CONTAINER

CONDITION(S): Given blocking material, containers, and the reference.

STANDARD(S): Blocking will be installed per the reference. The amount of supports needed and material strength for blocking and braces will be dependent on the load.

PERFORMANCE STEPS:

1. Review the reference.
2. Determine load requirement.
3. Install cross-bracing.
4. Use plywood to keep wood from splitting.
5. Use steel strapping as required.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36)
Req By (Pvt)

TASK: 3052.06.06 INSTALL BRACING IN THE SHIPPING CONTAINER

CONDITION(S): Given an item that needs physical and mechanical protection and the reference.

STANDARD(S): Item will be braced and will be prevented from moving within the container per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Choose the bracing method to be used.
3. Secure moving parts.
4. Check item to see if movement is prevented.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36)
Req By (Pvt)

TASK: 3052.06.07 SEAL BARRIER MATERIAL

CONDITION(S): Given barrier material, sealing equipment, and the references.

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STANDARD(S): The seal must not leak. The seal must give the same degree of preservation protection as the barrier material itself. The seal must pass the test per the reference.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare heat sealing equipment.
3. Adjust temperature, dwell time, and pressure per the barrier material instruction.
4. Determine appropriate settings by trial and adjustment.
5. Seal barrier material.

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation Vol I
2. MIL-STD 2073-1C, Standard Practice for Military Packing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36)
Req By (Pvt)

Appendix F to
ENCLOSURE (6)

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DUTY AREA 07 - PREPARATION FOR SHIPMENT FUNCTIONS

TASK: 3052.07.01 WATERPROOF SHIPPING CONTAINERS

CONDITION(S): Given an item, a shipping container, waterproofing materials, and the references.

STANDARD(S): Container will be waterproofed and item will be protected per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Select the barrier material to be used.
3. Seal the case liner or wraps per the references.

REFERENCE(S):

1. MIL-L-10547
2. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (Pvt)

TASK: 3052.07.02 SEAL FIBERBOARD SHIPPING CONTAINERS

CONDITION(S): Given fiberboard shipping containers, sealant, and the reference.

STANDARD(S): Fiberboard container will be sealed per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Apply adhesive and tape.
3. Stitch as required.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req By (Pvt)

TASK: 3052.07.03 STRAP FIBERBOARD/WOOD SHIPPING CONTAINERS

CONDITION(S): Given strapping materials, containers, and the reference.

STANDARD(S): Strap containers per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Inspect container.
3. Select strapping.
4. Strap container.

REFERENCE(S):

1. MCO P4030.21C, Packaging Material Packing Vol II

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36)
Req By (Pvt)

TASK: 3052.07.04 WEIGH AND CUBE SHIPPING CONTAINERS

CONDITION(S): Given a weighing scale, tape measure, cube transformation chart, shipping container, and the reference.

STANDARD(S): Container will be accurately weighed and measured, cube established, and container marked.

PERFORMANCE STEPS:

1. Review the reference.
2. Weigh gear.
3. Measure length, width, and height of container.
4. Determine cube.
5. Place weight and cube on container.

REFERENCE(S):

1. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36)
Req By (Pvt)

TASK: 3052.07.05 FABRICATE MARKING STENCILS

CONDITION(S): Given a stenciling machine, stenciling board, and the reference.

STANDARD(S): Marking stencils will be fabricated per the reference.

PERFORMANCE STEPS:

1. Review the reference.

2. Identify marking stencils required.
3. Fabricate marking stencils.

REFERENCE(S) :

1. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36) Req
By (Pvt)

TASK: 3052.07.06 PREPARE SHIPPER'S DECLARATION FOR DANGEROUS GOODS FORM

CONDITION(S): Given blank copies of shipper's declaration form and the references.

STANDARD(S): Shipper's Declaration for Dangerous Goods form will be properly completed per the references and contain an authorized signature.

PERFORMANCE STEPS:

1. Review the references.
2. Determine proper shipping name of hazardous item being packed/shipped.
3. Determine mode of transportation.
4. Determine nomenclature data.
5. Complete Shipper's Declaration for Dangerous Goods form.
6. Obtain authorized signature on the form.

REFERENCE(S) :

1. CFR TITLE 49, Transportation
2. IATA, International Air Transportation Association
3. ICAO, International Civil Aviation Organization
4. IMDG, International Maritime Dangerous Goods
5. MCO P4030.19G, Preparation of Hazardous Material for Military Air Shipments
6. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12)
Req By (Sgt)

TASK: 3052.07.07 PREPARE PERISHABLE LABELS (DD FORMS 1502,1502.1,1502.2)

CONDITION(S): Given labels and the reference.

STANDARD(S): Labels will be completed per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Inspect and research characteristics of supplies.
3. Prepare label.

REFERENCE(S):

1. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

TASK: 3052.07.08 MARK SHIPPING CONTAINERS

CONDITION(S): Given information on equipment to be shipped, stenciling
equipment, and the references.

STANDARD(S): Shipping containers will be properly marked per the
references.

PERFORMANCE STEPS:

1. Review the references.
2. Research information.
3. Prepare stencil, stamp, or label.
4. Mark containers.

REFERENCE(S):

1. MCO P4030.36A, USMC Packaging Manual
2. MIL-STD-129, Military Standard Marking for Shipment and Storage

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36)
Req By (Pvt)

TASK: 3052.07.09 ESTABLISH CHAIN OF CUSTODY PROCEDURES

CONDITION(S): Given access to a working Preservation, Packaging and Packing
(PP&P) section; given a high security, controlled or hazardous item to
process through the supply system, and the reference.

STANDARD(S): Procedures will be established to obtain authorized signatures
at all transfer points in the receipt, Preservation, Packaging, Packing, and
shipment process. Chain of custody procedures will set time restrictions for
custody or high security, controlled, and hazardous items. Chain of custody
procedures will be completed with the transfer of item responsibility to the
Traffic Management Officer (TMO).

PERFORMANCE STEPS:

1. Review the reference.
2. Determine appropriate method to ensure that authorized signatures are obtained at all transfer points.
3. Set time restriction for length of time property may be held.
4. Promulgate established procedure to all personnel.

REFERENCE (S) :

1. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (SSgt)

TASK: 3052.07.10 PALLETIZE SHIPPING CONTAINERS

CONDITION(S): Given pallets, shipping containers, and the references.

STANDARD(S): Shipping containers will be palletized per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure limitations are complied with.
3. Use proper load arrangement.
4. Inspect palletized shipping containers for compliance with the standard.

REFERENCE (S) :

1. MIL STD 147
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO 4450.14, JSM for Storage & Materials Handling
4. MCO P4030.21C, Packaging Material Packing Vol II
5. MCO P4450.14, Joint Service Manual for Storage and Materials Handling

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (36)
Req By (Pvt)

TASK: 3052.07.11 ENSURE HAZARDOUS MATERIALS ARE PACKED IN APPROPRIATE CONTAINERS

CONDITION(S): Given access to a Preservation, Packaging and Packing unit, packed hazardous materials, and the references.

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STANDARD(S): A random check of packed hazardous materials will verify that procedures outlined in the references have been followed and that the correct container has been used. The container will be constructed from approved materials and conform with specifications for packing hazardous materials outlined in the references. Deviations from documented specifications will be listed and responsible personnel directed to take corrective action.

PERFORMANCE STEPS:

1. Review the references.
2. Randomly check packed containers.
3. Identify discrepancies.
4. Initiate corrective action.
5. Ensure corrective action has been accomplished.

REFERENCE(S):

1. CFR TITLE 49, Transportation
2. IATA, International Air Transportation Association
3. ICAO, International Civil Aviation Organization
4. IMDG, International Maritime Dangerous Goods

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Sgt)

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